



Job Title: VP, Asset Management
Reports To: SVP, Regional Director
Department: Asset Management
FLSA Code: Exempt
Date Modified: October 2019

Job Purpose

The role of the VP of Asset Management is to drive the overall performance of a regional portfolio of institutional quality assets to the highest level possible. The Asset Manager serves as the ultimate point of accountability for the financial performance of the portfolio.

Duties and Responsibilities

- Negotiate lease transactions within a portfolio of assets
- Establish and maintain relationships with tenants, including visits to corporate decision makers
- Responsible for the overall profit and loss of individual assets in a portfolio
- Hire and work with local leasing brokers to fill vacancies within the portfolio
- Work with Property Managers and Tenants on daily operations of the building
- Oversee all capital improvements and building expansions
- Travel to all markets and buildings in portfolio
 - Meet with tenants to understand their needs
 - Walk the property and interior of building to observe level of use and occupancy and any obvious capital needs
 - Meet with local brokers to keep abreast of real time changes to market dynamics
- Understand the markets the assets are in, specifically the latest market statistics, trends and competitive set
- Present and make recommendations to the Investment Committee
- Report on the performance of each asset with a comparison to budget and underwriting; make hold/sell recommendations
- Manage the disposition process
 - Make recommendations to Executive Management
 - Interview and hire listing brokers
 - Manage the marketing and bid process
 - Conduct buyer interviews
- Prepare annual property budgets and business plans
- Work with Acquisitions on underwriting potential deals and approve leasing assumptions

Qualifications

- Bachelor's Degree required; advanced degree preferred
- Minimum 7 years' institutional real estate experience
- Experience reviewing and negotiating real estate documents (lease, PSA, etc.)
- Strong verbal and written skills
- Detail oriented
- Financial analysis experience required
- Experience managing and leading teams of real estate professionals

Working Conditions

Heavy travel component to position (50%).

Direct Reports

Senior Associate(s)