

Position Description

Job Title: Assistant Vice President, Asset Management
Supervisor's Title: Regional Director, Asset Management
Work Location: Denver, CO
Division/Department: Real Estate Investments

Purpose: The Assistant Vice President of Asset Management is responsible for the administration, operation, and financial oversight of real estate properties within their portfolio in order to achieve the return objectives while minimizing risks.

Regular
 Temporary
 Intern

Full time
 Part time

Exempt
 Nonexempt

Major Duties and Responsibilities

Manage a portfolio of real estate holdings in order to achieve the return objectives for properties in their portfolios and minimize risks.

1. Maximize potential for lease renewal
 - a. Work closely with property managers, on-site agency and the GSA to ensure respective needs are being met
 - b. Work with leasing brokers to attract, qualify and maintain tenants and achieve favorable lease terms
 - c. Upon renewal or new lease, ensure tenant and lease terms fit within the portfolio's investment strategy and determine impact to value
2. Maintain physical integrity of the property
 - a. Oversee all property management functions performed by third party vendor re: management of physical properties including maintenance, inspections and operations
 - b. For major capital improvements, oversee project manager and ensure that improvements are completed according to plan and within budget
 - c. Conduct periodic site visits and make recommendations based on findings
 - d. Follow-up on operational issues or concerns in order to keep the property running efficiently
 - e. Work closely with property managers, brokers and tenants to develop strong relationships
3. Mitigate economic risk
 - a. Review and approve annual budgets driven by historical asset performance and future needs of the property
 - b. Review monthly financial packages and analyze/ address significant variances to budget
 - c. Prepare quarterly asset management reports that assess operating expenses, significant NOI variances and major property issues to be reviewed by the Chief Investment Officer and Investment Committee
 - d. Initiate actions to mitigate identified risks
 - e. Conduct an underwriting review of expenses prior to the acquisition of a property
 - f. Continue to achieve high tenant satisfaction in overseeing the activities of the property manager and maintain strong ties to the GSA and agencies
4. Oversee periodic valuations
 - a. Facilitate, review and comment on third-party appraisals for review by the Chief Investment Officer and Investment Committee
 - i. Read appraisal reports
 - ii. Understand appraiser assumptions
 - iii. Monitor accuracy of facts/data used by appraisal firms
5. Conduct market research and tenant-specific research and report to the investment committee

Education, Skills, Personal Characteristics and Work Experience Requirements:

- Bachelor's Degree, preferably in Finance, Business, or Real Estate from a respected university
- 5-7 years of experience in real estate preferably asset management
- Must have Microsoft Excel skills and strong knowledge of Argus
- Strong written and verbal communication skills, including ability to articulate recommendations in a concise and timely manner
- Possess strong working knowledge of real estate, including but not limited to interpreting account reports, leases and financing
- A successful candidate must be a self-starter willing to independently balance many tasks

Print Incumbent's Name: Peter Liebman

Incumbent's Signature: _____ Date: _____

Supervisor's signature: _____ Date: _____