



**Sunstone Hotel Investors, Inc.**  
**Director – Acquisitions**

<i>Department:</i>	<i>Acquisitions / Portfolio Management</i>
<i>Reports to:</i>	<i>Senior Vice President – Acquisitions</i>
<i>Location:</i>	<i>Corporate Headquarters – Aliso Viejo, California</i>

**EXECUTIVE SUMMARY:**

Sunstone Hotel Investors, Inc. is currently seeking candidates for the Director – Acquisitions role to support the Acquisitions team with i) acquisition/disposition activity and ii) portfolio management objectives. The team is highly committed to executing on transactions that will advance Sunstone’s corporate objectives. Accordingly, one of the departments’ objectives is to continuously enhance our business intelligence and leverage analytical tools that better support all-around decision making. This “research-driven approach” is designed to augment the following internal disciplines:

- ❖ Portfolio Management:
  - Broaden team competence and enhance cross-company impact
  - Streamline deal evaluation process
  - Boost analytics
  
- ❖ Capital Allocation:
  - Emphasis capital recycling
  - Advance corporate objectives

The Company is looking for a top performer to join a highly energetic team and assist the Company’s senior leadership with significantly advancing / improving these objectives. The candidate will report directly to the Senior Vice President – Acquisitions.

## **ABOUT SUNSTONE HOTEL INVESTORS, INC.:**

Sunstone Hotel Investors, Inc. ([www.sunstonehotels.com](http://www.sunstonehotels.com)) is a Southern California-based lodging real estate investment trust (REIT). The Company has interests in 32 hotels with an aggregate of 13,205 rooms primarily in the upper-upscale segments operated under nationally recognized brands such as Marriott, Hilton, Hyatt, Fairmont and Starwood. During 2011, Sunstone aggressively re-capitalized its balance sheet and changed the composition of its portfolio to consist primarily of upper-upscale hotels located in high barrier-to-entry markets.

## **SUMMARY OF POSITION:**

The Acquisitions team is responsible for a wide variety of functions including Capital Allocation, Industry & Market Strategy, Feasibility, and Business Intelligence. The Director – Acquisitions will work in a collaborative manner to support the timely completion of the department’s varied projects and objectives related to its strategy and business intelligence (individual hotel operations and macroeconomic analysis) functions. Currently, the Acquisitions team is in the process of developing a progressive information system (“Portfolio Strategy IS Portal”) that will enable robust intra-departmental data analytics. Completion of the Portfolio Strategy IS Portal will be heavily emphasized early in the Director – Acquisitions’ tenure with the Company.

This is a highly analytical position that requires proactive problem solving and information gathering abilities, as well as an extremely strong working knowledge of complex financial spreadsheet modeling techniques. The Director – Acquisitions will also provide tangential support to several integral disciplines at Sunstone, including Corporate Finance and Asset Management, and this position will become intimately involved in the on-going projects for each respective discipline.

## KEY RESPONSIBILITIES:

### ❖ Acquisitions

- Extensive modeling of potential hotel acquisitions, including single-asset and portfolio financial projections and IRR / NPV analyses;
- Extensive analyses of major leases including management agreements, franchise agreements, loan documents, partnership agreements, etc.;
- Participate in property tours / meetings with senior company personnel, hotel brokers / lenders and hotel managers to obtain first-hand knowledge of hotels, competition and demand generators;
- Assist with the development of capital improvement or repositioning plans, including financial models to evaluate investment returns on proposed capital projects (related to both new acquisitions and existing portfolio);
- Assist with transaction due diligence and closing activities;
- Assist with the preparation of investment memoranda used for decision making by Sunstone's Board of Directors; and
- Assist with preparation of quarterly presentations to investors, lenders, and Board of Directors, as well as intra-departmental presentations.

### ❖ Portfolio Strategy

- Independently research, compile and interpret various topics related to supply / demand and global economic and industry metrics. This entails using a variety of sources such as third-party data providers and internet research tools;
- Develop, maintain and coordinate enhancements to Sunstone's Portfolio Strategy IS Portal. This includes maintenance of multiple sources across Sunstone's various disciplines that feed the system;
- Provide quarterly updates and highly customized ad-hoc analysis used by senior management to formulate Sunstone's global capital allocation strategy; and
- Prepare ad-hoc property, brand, economic and industry analysis and reporting.

## **REQUIRED SKILLS:**

- ❖ Bachelors Degree with a concentration in Hospitality, Real Estate, Finance, or Economics;
- ❖ Minimum of 2 – 4 years of experience in hotel feasibility / consulting, brokerage, macroeconomic analysis, or related field;
- ❖ Advanced computer skills with a focus on Excel (including macros and some VBA);
- ❖ Advanced research (web), report writing (Word), presentation skills (PowerPoint);
- ❖ Proven ability to prepare robust IRR / NPV models impact or ROI analyses;
- ❖ Strong written and verbal communication skills;
- ❖ Candidate must be self-motivated and detail oriented, with strong problem-solving skills;
- ❖ Candidate must possess strong organizational and project management skills;
- ❖ Task oriented and possess a track record of meeting deadlines & delivering on goals; and
- ❖ Demonstrates confidence, enthusiasm and energy and strong desire to achieve team goals.

## **CONTACT:**

Please submit a cover letter and resume to:

Lindsay Monge  
Senior Vice President – Treasurer  
[lmonge@sunstonehotels.com](mailto:lmonge@sunstonehotels.com)