

Position Details	
JOB TITLE:	Vice President
AREA/DIVISION:	Hotel Asset Management
DEPARTMENT:	Portfolio Management and Servicing
JOB LOCATION:	New York, NY or Dallas, TX
REPORTING INTO:	Executive Vice President
NUMBER OF SUPERVISED EMPLOYEES:	N/A
EDUCATION/PROFESSIONAL DESIGNATION: E= ESSENTIAL D= DESIRABLE	<input checked="" type="checkbox"/> E Undergraduate Degree <input type="checkbox"/> MBA <input type="checkbox"/> CPA <input type="checkbox"/> Other: _____
Relevant Experience:	<input type="checkbox"/> 1-3 years <input type="checkbox"/> 3-5 years <input checked="" type="checkbox"/> 5-8 years <input checked="" type="checkbox"/> 8+ years
KEY RESPONSIBILITIES:	<ul style="list-style-type: none"> • Actively asset-manage a portfolio of 50+ select-service and extended-stay hotels by regularly interacting with hotel management teams. • Develop sales and revenue management strategies, drive improved performance, and maximize asset value. • Review, benchmark and analyze hotel- and portfolio-level financial data and keep informed of the dynamics of each market area to develop a strong understanding of the hotels and their respective markets. • Prepare monthly, quarterly and year-end summary reports for senior management. • Review, understand and ensure compliance of management agreements and loan documents. • Identify, analyze and implement opportunities for increased revenues and expense savings. • Review and manage operating budgets, capital budgets and marketing plans. • Travel to the properties as needed to inspect the facilities, meet with management and tour the market areas and competitive set of hotels. • Build relationships with the various hotel brands, management companies, and partners. • Effectively interact with in-house departments including but not limited to investments/acquisitions, accounting, capital markets, and legal to ensure a consistent understanding of the performance and any potential issues of the hotels. • Provide oversight of renovation projects to ensure projects are completed on time, within budget, and with the least amount of financial impact to the hotel. • Keep informed of hotel industry trends and how such trends may impact the Company's portfolio of hotels.
TECHNICAL SKILLS:	<ul style="list-style-type: none"> • Proficient in Microsoft Outlook, Excel and Word

QUALIFICATIONS:	<ul style="list-style-type: none">• Strong analytical and financial analysis skills, as well as comprehensive knowledge of hotel operations.• Team player, organized, and strong communication skills.• Self-motivated, ambitious, and ability to multi-task.
PROFESSIONAL EXPERIENCE:	<ul style="list-style-type: none">• 7 to 10 years of hotel asset management, director of finance, or hotel real estate related experience; having worked for the asset owner is a plus.• Experience with major brands such as Marriott, Hilton, Starwood, and Hyatt.

CONTACT:

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