

# Job Description



**Job Title:** Manager of Real Estate Valuation      **Reporting To:** Director of Real Estate Valuation  
**Job Function:** Real Estate Valuation      **Job Location:** Cleveland, Ohio

## **Summary:**

The Manager of Real Estate Valuation will be responsible for supporting the Director of Real Estate Valuation with the Company's real estate and tax asset underwriting function. This includes assisting with the coordination of outside professionals, gathering and documenting data to support external professionals in their real estate investment valuations for the firm, and reviewing analysis and documentation to ensure accuracy and compliance with industry standards. The Manager of Real Estate Valuation must be an experienced appraiser with knowledge of advanced level highest and best use analysis, preservation and/or conservation easements, possess expert knowledge of real estate data, valuation theory and data analysis, and be an analytical thinker. This role will be a member of the Matrix team and will have external contact with appraisers and other vendors.

GBX Group is an innovative, entrepreneurial organization. Working with our investors, we are dedicated to the revitalization of historic real estate properties in some of the greatest cities in the US. Our culture is unique and very important to us. We challenge one another, work hard and truly enjoy how our work makes a difference to people in the communities we serve. We are looking for someone who is smart, driven and passionate about being part of a team that makes a real impact to join GBX as our Manager of Real Estate Valuation.

## **Essential Duties and Responsibilities:**

The Manager of Real Estate Valuation will assist the Director of Real Estate Valuation in the following duties and responsibilities:

- Coordinate with outside professionals working on valuations or studies relating to the firm's real estate investments for various purposes including:
  - Acquisition of real estate properties.
  - Proposed development and/or redevelopment of buildings.
  - Highest and best use analysis.
  - Preservation easement impact.
- Gather, document, and model data and perform analysis to support and evaluate external professionals engaged in completing the firm's real estate investment valuations.
- Review analysis and documentation from external professionals relating to valuation or market study engagements for appropriate scope of work, accuracy of data, analysis structure and presentation, compliance with industry standards, and overall quality of work product.
- Identify, evaluate and select outside vendors to complete appraisals and/or market studies relating to:
  - Acquisition of real estate properties.
  - Proposed development and/or redevelopment of buildings.
  - Highest and best use analysis.
  - Preservation easement impact.

## **Education / Experience:**

- Experienced/Licensed Appraiser (MAI preferred)
  - 7+ years of experience with urban high-rise development appraisal in at least one of the following areas:
    - Residential/Housing
    - Retail/Commercial

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- Hospitality
- Specific training and experience appraising or evaluating Preservation/Conservation Easements and/or Eminent Domain/Condemnation.
- Completed Preservation/Conservation Easement coursework with Appraisal Institute.
- Certified Instructor for Preservation/Conservation Easement coursework a Plus.
- Experience in multiple states required.
- Specific USPAP training a Plus.
- Significant experience developing advanced highest and best use analysis.
- Experience working with/on matters relating to the IRS as reviewer/appraiser in tax related audits a Plus.
- Experience with IRS Audit Exam/Appeals process.
- Experience with valuation for dispute resolution or litigation purposes.
- Bachelor's degree in economics, real estate, finance, math, statistics or relevant field preferred.

## **Knowledge Skills & Abilities:**

Knowledge, skills and abilities listed below are the requirements needed to be proficient in this role.

- Demonstrate behaviors consistent with the organization's Cultural Norms and Core Values.
- Strong Initiative along with a willingness to jump in and solve problems.
- Self-directed and able to work well with individuals at all levels of the organization.
- Well-organized and hard-working with the ability to prioritize and multitask.
- Assertive, creative, and adaptable to changing conditions.
- Results-oriented and detail-oriented with a passion to excel.
- Strong analytical skills with expert knowledge of real estate economics and valuation.
- Excellent written and verbal communication skills; knowledge of accepted business language.
- Exercise sound judgment.
- Meet deadlines.

## **Computer Skills:**

- Proficiency with Microsoft Office software (Word, Excel, PowerPoint, Outlook).
- Familiarity with real estate data sources.
- Database organization and management.
- Statistical analysis.
- Ability to learn new proprietary software.

## **AAP/EEO Statement:**

GBX provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. GBX hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

***The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.***