

# Job Description



**Job Title:** Director of Asset Management

**Reporting To:** VP of Asset Management

**Job Function:** Asset Management

**Job Location:** Cleveland, Ohio

## **Summary:**

The Director of Asset Management will be a leader on the asset management team, driving business plans and creating value in a multi-product type real estate portfolio. The Director of Asset Management must be an analytical and creative thinker, with a solid background in commercial real estate and the ability to adapt business strategies to changing market conditions. This role will be a member of the Real Estate Group, working closely with the Development, Valuations and Acquisitions teams along with the Finance, Legal, and Project Management departments. A professional presence is expected at all times.

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 Director of Asset Management.

## **Essential Duties and Responsibilities:**

### **Portfolio Management and Oversight**

- Develop policies and procedures that ensure the properties are managed according to industry best practices by third-party property management teams.
- Manage the assigned portfolio to meet or exceed budgeted leasing, net operating income, cash flow, capital expenditure targets and underwriting forecasts.
- Leverage technology, industry knowledge and data in the pursuit of creative and innovative approaches to enhance value and returns.
- Develop and execute strategic plans for each of the assets in the assigned portfolio.
- Assess and manage risks associated with the portfolio.
- Lead complex and high-profile negotiations of commercial lease agreements with prospective tenants and brokers, inclusive of letters of intent (LOI), new leases, renewals, and commission agreements.
- Ensure accurate and timely execution of leases and communication across teams within the organization.
- Complete accurate and timely reporting of portfolio performance by the Asset Management team.
- Analyze and review due diligence materials and underwriting for new acquisitions to ensure investment objectives will be achieved.
- Review, understand and interpret various legal documents associated with CRE.

### **Leadership**

- Develop people: Set clear expectations for the Asset Management team, deliver timely and effective feedback, and encourage team members to develop their talents.
- Build trust: Demonstrate a high degree of integrity by honoring commitments, telling the truth and respecting confidentiality appropriately.
- Think strategically: Clearly understand the business, lead the asset management team through problem-solving and work to improve the business, not just maintain the status quo.
- Communicate effectively: Recognize how words, tone and physiology impacts results, then adapt accordingly to gain buy-in and alignment for the team's and organization's vision.

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- Make good decisions: Demonstrate the ability to make sound and reasonable decisions, based on a mixture of analysis, experience, and judgment, sometimes under tight deadlines and pressure.

## **Education / Experience:**

- 10+ years' experience working in a real estate asset management organization.
- Degree in real estate or related field, or a combination of formal education and relevant real estate experience.
- Real estate industry certifications (RPA, CCIM, etc.) 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.
- Expert knowledge of real estate asset management and operations.
- Customer-service oriented with the ability to maintain a professional presence at all times.
- 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.
- 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).
- Expert knowledge of real estate asset management software such as MRI, Yardi, or Real Page.

## **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.***