

Atrium Holding Company

Position Description

Vice President, Asset Management

Department: Asset Management
Reports to: President
Location: Phoenix, AZ

SUMMARY OF COMPANY:

Atrium is one of the largest private owners and operators of full-service hotels in the United States. With offices in New York, Phoenix and Atlanta, Atrium owns 83 hotels located in 29 states, among other hospitality and real estate interests. Atrium's hotel portfolio carries major brands, including those of Hilton, Marriott, and IHG.

SUMMARY OF POSITION:

The Vice President Asset Management will be a key member of the Asset Management department with hotel investment analysis, hotel asset management and market analysis duties. The Vice President will have direct interaction with senior management and will be an integral component of Atrium Holding Company's investment and asset management processes.

The individual will be part of a larger investment management team that is responsible for creating value for the entire Atrium Holding Company portfolio through aggressive asset and investment management techniques.

KEY RESPONSIBILITIES:

- Develop constructive working relationship and partner with Management Company senior leaders to analyze, monitor and maximize the value of and return on individual assets and portfolio.
- Oversee asset management function and implement strategies focused on maximizing value of hotel assets through revenue and expense optimization and ROI driven capital expenditures.
- Review and strategize with Management Company their annual business plans, capital expenditure plans and longer-term strategies.
- Maintain compliance with all major documentation impacting each asset, including but not limited to franchise license agreements, operating agreements, ground leases, loans and partnership documents.
- Evaluate highest and best use for assets in the portfolio through Strategic Plan modeling and support Investment Management in actualizing these potential gains.
- Work directly with Management Company team and brand representatives to review potential revenue and profit improvement opportunities and share best practices.
- Complete detailed departmental analyses focused on the properties with high profit improvement opportunity. Identify best practices and determine ability to leverage this learning across the portfolio.
- Stay current on all markets and submarkets that impact the positioning and performance of the company's portfolio of assets and maintain up-to-date knowledge of all factors including changes in supply and demand, demographics, demand generators, etc.
- Create financial models that will help the asset management team to identify and track property and portfolio goals.
- Run valuation models and hold analyses on existing hotels in the portfolio and create proforma financials on potential acquisition hotels or portfolio of hotels.
- Prepare and execute return on investment (ROI) opportunities for individual or multiple capital expenditures, as well as manage renovation projects including PIP's.

- Create and maintain portfolio reporting and financial analysis tools, such as Monthly Management Company Critiques, Strategic Plans, Budget Recommendations, Property Escrow Analysis and ROI models among others.
- Research and evaluate new technologies that will help drive profitability at our hotels or create new sources of income through our real estate holdings.
- Work with asset management and property management senior team to provide insight and recommend areas of focus to achieve better portfolio performance based on total portfolio benchmarking.
- Provide financial reporting training to new hotel management teams. Provide direction, point of view of ownership and guidance on priorities to drive EBITDA performance of an asset and portfolio.

EDUCATION/EXPERIENCE:

- Four-year degree with degree preference in Hospitality Real Estate, Finance/Business Analytics, or Hospitality Management. A master's degree in finance, economics, business analytics, hospitality management or real estate considered a plus. Emphasis placed on financial analysis and problem-solving skills.
- Real estate or financial industry designation (i.e. CPA, MAI, CHA, RPA, CCIM, CHAM or CPM) a plus.
- Experience in a regional position overseeing multi-unit operations or asset management position managing a portfolio of hotels a plus.
- Experience in finance, marketing, revenue maximization, strategic planning, budgeting, forecasting, administration, operations, training, and effective staff leadership.
- Knowledge of market feasibility analysis, and investment and capitalization structures.
- Experienced leadership with the ability to work across an integrated organization to lead productive improvements.
- Complementary quantitative and analytical skills with emotional intelligence.
- No less than ten years of relevant experience in the hotel finance and/or commercial real estate industries with proven ability to demonstrate critical thinking.
- Thorough knowledge of the lodging and hospitality industry as well as return on investment principles.

REQUIRED SKILLS:

- Ability to execute and manage complex portfolio projects.
- Strong communication, oral and written presentation skills.
- Collaborative and transparent. Ability to work independently and prioritize projects that are mission critical.
- Leadership and problem-solving skills and ability to innovate, inspire and influence.
- Integrity and work ethic.
- Experience in self-directed management of projects and/or processes.
- Advanced Excel modeling and analysis skills.
- Demonstrated evidence of strong financial and analytical acumen.
- Excellent interpersonal skills and a professional manner.
- Team player attitude and ability to provide assistance and training.
- Capacity to travel on as-needed basis up to 25% of time.
- Sensitivity to and respect for the confidential nature of the subject matter of the job and the department.
- Confidence, enthusiasm, high energy, charisma, integrity and strong work ethic.