

**Reports to:** CEO

**Overview:**

The Vice President/Senior Vice President of Asset Management will play a key role in support of the Company's objectives of maximizing asset value, increasing net operating income and protecting Pebblebrook's investment in the assets.

As an integral member of the Company's staff, the candidate must exemplify the highest standards of honesty, respect, integrity, and discretion. The individual should be a detail-oriented person who can tackle numerous projects simultaneously.

**Position Responsibilities:**

- Assume market, operations, capital, and reporting responsibilities for a growing portfolio of lodging assets.
- Complete regular onsite property inspections and effectively lead owner meetings. Interact in a thoughtful and collaborative manner with hotel management, with a goal of enhancing asset value through product positioning, revenue maximization, cost effective operations, and guest service.
- Develop strategic plans for assigned hotels, highlighting value creation opportunities to be achieved through operational improvements and capital expenditures. Identify the proper hold vs. sell recommendation based on market fundamentals and future operating and capital considerations.
- Ensure accurate and timely preparation and delivery of standard weekly, monthly, and quarterly market, operations, and capital expenditure reporting.
- Interact with hotel management in a proactive manner as market conditions change in developing hotel revenue management strategies and cost containment programs to ensure preservation and growth of market share and net operating income, respectively.
- Develop five year and annual capital expenditure plans with hotel management, with the goal of meeting the hotel's current needs and positioning the hotels for future growth.
- Keep current on all markets that impact the positioning and performance of assigned hotels. Maintain up-to-date knowledge of all factors including demographics and changes in supply and demand.
- Ensure compliance with management, franchise and loan agreements.
- Review and analyze annual operating budgets and assist in the preparation of semi-annual valuations.
- Utilize results of Company's benchmarking systems to drive best practices and operating results for assigned portfolio.
- Collaboratively work with portfolio consultants and analysts to underwrite ROI analyses related to renovation and repositioning projects.
- Work collaboratively with Pebblebrook's executive leadership with respect to ongoing communications and development of hotel strategic plans.
- Assist accounting and finance team with respect to quarterly and annual reporting.

**Requirements:**

As an integral member of the company's management team, the candidate must be mature and highly confident of their abilities and be considered a detail-oriented person who can tackle numerous projects simultaneously. S/he should be a strategic thinker and able to establish credibility and direct a group towards a common vision, while working in a collaborative fashion with our hotels managers and part of the overall Pebblebrook team.

- A minimum of 7-10 years of relevant experience in hotel asset management. In addition, extensive knowledge and experience within the lodging industry.
- The candidate must have an undergraduate degree. A degree in finance, accounting or business undergraduate degree is an asset.
- Knowledge of market, feasibility analysis, and financial structures is a must.
- Possess superior communication skills, both oral and written. S/he must have the ability to organize and effectively implement asset management procedures, as well as have the ability to reconcile perspectives and priorities associated with hotel ownership, hotel operations, and brand position.
- Industry relationships and a keen understanding of multiple management and franchise organizations.
- Self-motivated, well-organized, goal-oriented, and results-driven professional who leads by example.
- Positive, creative, innovative approach to problem solving and the ability to exercise judgment and discretion.
- Ability to interface with legal, finance, construction and development professionals at all levels.
- Ability to multi-task and meet deadlines.
- Strong knowledge of Word and Excel.
- Flexibility to provide assistance where needed.