

## **Pebblebrook Hotel Trust**



### **Position: Senior Associate / Director, Corporate Finance, Strategy & Investor Relations**

#### **Company Background:**

Pebblebrook Hotel Trust (NYSE: PEB) is a publicly-traded hotel real estate investment trust (“REIT”) and the largest owner of urban and resort lifestyle hotels in the United States. The Company owns 55 hotels and resorts across 16 urban and resort markets. The Company primarily invests in upper-upscale and luxury, full-service hotel properties in major cities and drive-to resort locations in the U.S. For more information, please visit us at <http://www.pebblebrookhotels.com> or on Twitter at @PebblebrookPEB.

#### **Location:**

Pebblebrook Hotel Trust is seeking to fill a Senior Associate / Director position based at the company’s headquarters in Bethesda, Maryland.

#### **Responsibilities:**

The Senior Associate / Director will directly support the Company’s Vice President of Finance and the Chief Financial Officer. The duties are as follows:

##### **Corporate Finance, Strategy & Investor Relations**

- Responsible for forecasting operating and financial performance for the company, including oversight of the company’s corporate financial model, cash flow forecasts, and debt reporting.
- Integral in strategic planning and detailed financial scenario analysis for senior management and the company’s board of trustees.
- Prepare and coordinate presentations to institutional investors and bank groups, as well as multi-year strategic presentations for the company’s board of trustees.
- Responsible for investor relations activities, including preparing press releases and financial and market performance analysis.
- Assist with corporate ESG (Environmental, Social, Governance) reporting efforts, including data collection and editing associated with the Company’s annual ESG Report
- Prepare proformas, industry analyses, portfolio reviews, capital structure overviews, and other materials for either quarterly board meetings and earnings calls
- Conduct due diligence for and participate in debt and equity raises with institutional investors, lenders, and investment bankers

#### **Education and Experience:**

Bachelor’s degree required. Preferred candidates have five (5) to seven (7) years of hospitality, finance, or real estate industry experience. Candidate must be mature and highly confident in their abilities and be considered a detail-oriented person who can tackle numerous projects simultaneously. S/he should be a strategic thinker and stay self-motivated, well-organized, goal-oriented, and most importantly, a team player.

Depending on experience level and previous job responsibilities, the title and compensation for this position may be flexible.

#### **Skills/Abilities:**

- Strong analytical and computer skills, with an emphasis on MS Excel and MS PowerPoint
- Highly developed verbal and written communication skills
- Excellent attention to detail
- Ability to work both as part of a team and independently

- Experience in investor relations and/or public company reporting is a plus
- Strong written, verbal, and interpersonal skills are a must to interact with groups internally and externally, including senior executives
- Build analytical models and perform financial, market and competitive analyses for the company for strategic decision-making and identification of business opportunities at various business fronts.
- Ability to multi-task various projects to rigid deadlines, including prioritizing and time-managing recurring duties and ad hoc tasks as they arise

**Compensation:**

Base salary and incentives will be commensurate with experience. The Senior Associate / Director will be eligible to participate in the firm's 401(k) and benefit plans.