

Position: Assistant Vice President, Asset Manager

Department: Asset Management

Reports To: SVP, Director of Asset Management

About Us:

Bulfinch is a third-generation commercial real estate firm specializing in the acquisition, development, repositioning and management of properties. Our disciplined approach, entrepreneurial mindset, depth of experience and focus on meeting the needs of our tenants and partners have produced an enviable track record and roster of tenants and investors. We approach every real estate transaction with passion, ambition, and dedication to superior service.

Purpose:

The Asset Manager's primary purpose is to contribute to the development and implementation of Bulfinch's asset management, financial and portfolio strategies, with a goal of achieving superior performance for each asset and the portfolio as a whole.

Responsibilities:

- Support revenue and asset growth, including acquisition, development, and joint venture opportunities consistent with Bulfinch's investment philosophy
- Support management with financial reporting at the property and investor levels
- Participate in quarterly assessments/evaluations of current performance and future outlook for each property including hold/sell analyses
- Conduct and oversee financial and lease analysis and asset underwriting to determine asset value, upside potential, and key risk factors

Bulfinch

- Evaluate all aspects of the asset value creation process, with emphasis on growing net operating income through leasing efforts careful management of operating expenses, and executing capital projects that result in a meaningful return on cost
- Understand each asset's relationship with asset-specific debt and equity sources seeking opportunistic refinancings, and/or recapitalizations
- Play a role in implementing the “value add” on all acquisitions and existing assets with redevelopment potential.
- Participate in regular asset and portfolio management reviews and assume primary responsibility for asset managing a portfolio of properties as determined by the Director of Asset Management
- Interact with property management, senior management, legal, and finance as the value of the solution comes from incorporating a cross functional perspective
- Work with financial reporting, investment, and development teams to create property and development budgets as part of the annual business plan for each asset
- Work closely with financial reporting team to prepare monthly/quarterly investor reports, valuations, and property reforecasts
- Maintain waterfall calculations and prepare prior performance reports
- Provide analytical support for potential acquisitions and development opportunities including preparation of offering memorandums for investors and lenders
- Prepare closing statements for all capital transactions working closely with investments team and Title company
- Contribute to improving the asset management reporting process
- Contributing member of the Asset Management Committee
- Manage joint-venture partner and lender relationships through regular communication, property site visits, and reporting
- Identify operational challenges that could impact investment values and recommend solutions to senior management and equity partners



Requirements:

- BA/BS required; relevant major/coursework preferred
- 5+ years of experience in commercial real estate Asset Management
- Strong familiarity with and established relationships within the Boston CRE market
- Must be computer savvy and have familiarity with related software programs; Argus required, Yardi a plus, and Juniper Square or similar investor management software highly desired
- Ability to make frequent site visits
- Highest work ethics and sound judgment
- Ability to respond real time and to work under pressure and deadlines
- Prior experience with third party investors; building successful relationships, managing expectations, and unique reporting
- Candidate must be an energetic self-starter/leader who is highly organized, able to manage multiple priorities and can get things done in a timely manner
- Excellent interpersonal skills with the ability to work in a team environment
- Strong written and verbal communication skills
- Excellent organizational skills, strong attention to detail and the ability to manage multiple priorities, while meeting deadlines
- High degree of personal integrity and ability to work effectively in a fast-paced team environment
- Adaptability to changing demands
- Effective problem-solving skills