

Hines
Position: Director of Asset Management
www.hines.com

When you join Hines, you will work alongside innovative leaders who set the standards responsible for our reputation as an industry leader today, and you'll be a part of shaping our future in the years to come.

Responsibilities

As an Director - Asset Management - Multifamily with Hines, you will re-imagine the role and structure of the Asset Management team within the Midwest Region of Hines on all new acquisitions and existing assets. The Director - Asset Management will initially be both a manager of the Asset Management team as well as a dedicated Asset Management leader on new investments and existing assets. Responsibilities include, but are not limited to:

Lead the Leasing and Operations/Property Management teams to develop short- and long-term strategies designed to maximize the value and tenant satisfaction of each asset.

Intercept and address day-to-day and mid-level issues; communicate high-level issues to owner and develop solutions to present to owner to address them.

Understand the current value and projected future performance of each asset; develop hold/sell recommendation in accordance with owner's thesis for ownership. Recommend and implement best practice processes and procedures so to successfully achieve assets financial growth.

Create annual property valuation analyses for each asset. As part of this process, perform market analysis and work with Leasing and Operations/ Property Management functions to develop leasing objectives, operating and financial budgets, operating/capital/redevelopment project plans, and annual plans.

Monitor property operating and financial performance to ensure established goals and objectives are being achieved. Discuss material variances with Property Management and Accounting functions; determine key drivers creating variances and appropriate corrective action to be taken to mitigate negative variances or changes in market conditions.

Review and approve pricing for capital projects and contracting, then ensure that financial controls are in place during construction, including reserve draw procedures.

Ensure that partnership and loan document requirements are satisfied.

Review and approve all monthly, quarterly, and annual property reporting required by Owner, Lender and Region.

Assist in the review of valuation models (Argus and Excel) and take part in the acquisition and disposition process and oversee the flow of due diligence information for select investment needs.

Comply with all Hines policies and procedures.

Minimum Requirements include:

Bachelor's degree in Business Administration or equivalent from an accredited institution; Master's degree preferred.

Seven or more years of experience in the commercial real estate industry, including at least five years of relevant multi-family asset management experience with responsibility for financial analysis, leasing/marketing activity oversight, and execution of strategic plans.

Proficiency with Microsoft Office and Argus valuation software essential.

Ability to lead a team providing leadership and mentorship for team development.

Possess the highest degree of integrity. Be a risk taker.

Effective interpersonal communication (verbal and written) and listening skills.

Analytical problem-solving skills capable to undertake detailed analyses and make well-reasoned, decisive recommendations. Own one's decisions.

Demonstrate prioritization, organization, and time management skills necessary to balance competing deadlines.

Ability to multi-task in a complex high-volume environment and competency to work with all levels of management and personnel on critical projects.

Hines is a privately owned global real estate investment firm founded in 1957 with a presence in 225 cities in 25 countries. Hines has approximately \$144.1 billion¹ of assets under management, including \$75.5 billion for which Hines serves as investment manager, including non-real estate assets, and \$68.6 billion for which Hines provides third-party property-level services. The firm has 165 developments currently underway around the world. Historically, Hines has developed, redeveloped or acquired 1,426 properties, totaling over 472 million square feet. The firm's current property and asset management portfolio includes 576 properties, representing over 246 million square feet. With extensive experience in investments across the risk spectrum and all property types, and a pioneering commitment to sustainability, Hines is one of the largest and most-respected real estate organizations in the world. Visit www.hines.com for more information. ¹AUM includes both the global Hines organization as well as RIA AUM.