

POSITION: HEAD OF MULTIFAMILY ASSET MANAGEMENT

POSITION SUMMARY

Reporting to the President and Chief Operations Officer (the "President"), the Head of Multifamily Asset Management (the "Incumbent") is responsible for the day-to-day asset management and oversight of all existing East and West Coast residential and mixed-use portfolio assets and operations ("Residential Asset Portfolio") at Combined Properties, Incorporated ("CPI" or the "Company"). Operating within financial return, budget and performance parameters established by the President, the Incumbent manages the activities of the third-party property managers to maximize revenues, control expenses and operate the properties within approved budgets. The Incumbent coordinates budget preparation, contract review and approval, CapEx underwriting and execution, participates in the development of and implements strategic plans adopted by ownership and makes recommendations to the President on major portfolio and operating decisions.

QUALIFICATIONS

- Education:** A college degree is required; MBA, JD or CPA preferred. Other professional certifications and affiliations (e.g., CPM) in the industry a plus.
- Experience:** Minimum of seven (7) years of related experience asset managing multifamily residential real estate,
- Proven track record of managing a residential real estate portfolio, including managing 3rd party property managers and staff, as well as meeting financial performance standards and value enhancement.
- A comprehensive knowledge of operations, leasing, customer service, marketing, construction, finance, budgeting, legal and property management issues related to residential real estate is necessary.
- Skills:** The Incumbent must possess the ability to effectively manage 3rd parties and meet established goals and budgets. Outstanding communication (written and oral) and interpersonal skills required. Must possess strong organizational skills. The Incumbent must have the ability to manage projects and processes, perform market research, create and maintain information databases. Positive leadership skills, a commitment to team and the ability to motivate others are required. It is essential for the Incumbent to have a broad understanding of residential real estate in markets in which CPI owns or is seeking to acquire residential assets in order to manage and enhance portfolio performance, and effectively communicate results to the President and senior leadership. Strong financial analysis ability is required. Computer proficiency required with working knowledge of Microsoft Office Suite, including Power Point and Excel.