



Position Title: Vice President, Hotel Portfolio Asset Manager

Job Location: New York City, Dallas, Bethesda, or Los Angeles

General Summary:

Colony NorthStar is seeking a Vice President – Hotel Asset Management for its Portfolio Management Group to assist in managing its portfolio of over 150 hotel properties.

Key Responsibilities:

- Actively asset-manage and be responsible for a portfolio of 50+ select-service and extended-stay hotels.
- Conduct regularly scheduled calls with the hotel management teams to review operating performance.
- Benchmark and analyze hotel- and portfolio-level financial data to identify areas of opportunity.
- Provide oversight of renovation projects to ensure projects are completed on time, within budget, and with the least amount of revenue displacement.
- Build relationships with the various hotel brands, management companies, and operating partners.
- Review, understand and ensure compliance of various legal documents including management agreements, lease agreements, joint venture agreements, and loan documents.
- Coordinate with lenders/servicers as needed to ensure loan compliance.
- Review and manage operating budgets, capital budgets and marketing plans.
- Travel to properties as needed to inspect the facilities, meet with management and tour the market areas and competitive set of hotels.
- Prepare monthly, quarterly and year-end summary reports for senior management.
- Drive improved operating performance to maximize asset values.
- Identify, analyze, and recommend hold/sell, refinancing and restructuring strategies.
- Keep informed of the supply and demand dynamics of each market area.
- Maintain current knowledge of hotel industry trends and performance of comparable hotel companies.
- Effectively interact with in-house departments including accounting, investments/acquisitions, capital markets, and legal to ensure a team oriented approach.

Experience Required:

- 7-10 years of direct Hotel Asset Management experience
- Strong analytical and financial analysis skills
- Oversight of hotel renovations
- Hotel real estate and valuation knowledge
- Technical skills and experience in financial reporting
- Comprehensive knowledge of hotel operations
- Experience with financing and deal structuring
- Strong relationships with Hotel brands such as Marriott, Hilton, Starwood and Hyatt
- Ability to effectively interact with Senior Executives
- Strong communication skills, well organized, self-started
- Microsoft Office Suite Proficient
- Bachelor's Degree