

# Portfolio Management Senior Manager

Washington, DC

Brookwood Hotels is a hospitality platform company owned by a Brookfield Asset Management-sponsored private real estate fund. It was formed in February 2018 when the former WoodSpring Suites company was split in three pieces, Choice acquired the WoodSpring Suites brand, Brookfield purchased the former corporate owned hotels (creating Brookwood), and the management company became an independent third-party manager now called Nationwide Hotel Management. Today, Brookwood owns more than 100 hotels with 12,000 guest rooms across 30 U.S. states.

Brookwood is looking for a skilled asset manager to join the Portfolio Management team in Washington, DC. The candidate will be responsible for a portfolio of WoodSpring Suite Hotels and support various portfolio-wide activities. The Senior Manager will play a key role in realizing the value of Brookwood's existing portfolio through revenue management, expense saving initiatives, brand integration, capital investment, and a close working relationship with management. The Senior Manager will report to the Vice President of Portfolio Management.

The position is based in Washington DC; no relocation assistance is provided.

### Asset Management Responsibilities:

- Drive portfolio performance through participation in weekly revenue calls, tracking various sales efforts, review of daily and weekly flash reports, month end P&L's and financial packages
- Participate in weekly and monthly review meetings with management
- Benchmark hotels against like properties to uncover opportunities
- Capitalize on opportunities for ancillary revenue or portfolio wide savings initiatives
- Review online guest reviews weekly as reported through Choice's Medallia system and track Choice Quality Assurance scores as hotels get inspected
- Monitor performance of WoodSpring CRS migration to choiceEDGE along with any subsequent loyalty program
- Participate in annual capital expenditure planning and execution. Work with facilities manager and hotel management closely throughout renovation and immediately following to capitalize on returns. Track renovation ROI.
- Produce monthly dashboard for board review
- Review, comprehend and comply with key legal documents including loan agreements, franchise agreements, management agreement and service contracts.
- Assist with the preparation of business interruption insurance claims

# Brookwood Hotels

## Other Responsibilities:

- Assist with creation of quarterly board decks
- Assist with new acquisitions: due diligence, underwriting, prorations
- Assist with the creation of portfolio expansion and disposition strategy
- Assist with refinancing diligence
- Assist with maintenance of corporate model
- Analyze underwriting vs. actual performance
- Track the performance and creation of competing brands
- Track transactions of comparable hotels in the segment
- Ad hoc projects

## Qualifications:

- 4-6 years of hotel asset management experience preferred in select service or extended stay hotel investments; analyzing portfolio of at least 15 properties
- Advanced aptitude in Microsoft Excel and PowerPoint required. Experience with Oracle PBCS is a plus.
- Exceptional organizational skills, attention to detail and excellent written and oral communication skills.
- Strong analytical skills.
- Excels in a fast-paced entrepreneurial environment embracing various responsibilities with a high degree of independence.
- Exhibits a key sense of urgency while prioritizing multiple task projects.
- Operates efficiently in a deadline driven work environment with proven ability to meet deadlines and deliver on business goals.
- Enjoys working closely with a small team taking responsibility for all areas that drive company returns.
- Undergraduate degree required with a preferred focus in hotel management

## Compensation:

- Base salary commensurate with experience; target bonus at 10% base salary

## Travel:

- Travel required to meet with management team and tour portfolio approximately once per month (visit ≈20 properties annually).

Contact Anna Chung ([achung@brookwoodhotels.com](mailto:achung@brookwoodhotels.com)) if interested.