**Title:** Asset Management & Acquisitions Associate

**Location:** Denver, Colorado

**FLSA:** Exempt

**Status:** Full-time

**Reports to:** Chief Investment Officer

**Pay Range:** $110,000 – $130,000

**About Us:** We are visionaries in the hospitality industry, fueled by innovation and precision, and guided by our core values of being Dynamic, Deliberate, and Distinct. As a privately owned hotel management company, we are committed to providing experiences and opportunities for our guests to create lifelong memories through travel. Managing a portfolio of over 160 hotels across the United States, we offer extensive growth opportunities for our partners and investors, and exceptional hospitality career opportunities for our team members.

**Job Summary:** The Asset Management and Acquisitions Associate supports Stonebridge Companies’ strategic growth by 1) analyzing new investment opportunities and 2) assisting in the strategic asset and investment management of the company’s owned hotel portfolio.

**Essential Functions and Duties:**

* Build and maintain comprehensive real estate investment models, including pro forma projections and joint venture structuring.
* Participate in due diligence for prospective acquisitions by evaluating operational, physical and legal due diligence materials.
* Assist in asset and investment management tasks, including capital renovation projects, refinancings, dispositions.
* Collaborate with the operations team to ensure hotel performance aligns with strategic goals.
* Track and evaluate monthly performance metrics of the owned hotel portfolio.
* Assist with quarterly asset valuations in addition to various other reporting requirements.
* Prepare reports and presentations on investment performance for internal stakeholders.
* Stay informed on industry trends and market conditions to help identify new investment opportunities.

*Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.*

**Required Experience, Education, and Skills:**

* Prior hospitality asset management and acquisition experience is preferred.
* Prior hotel renovation oversight experience is preferred.
* Bachelor’s degree in a related field, with 3-5 years of experience in an analytical role demonstrating strong modeling skills.
* Strong analytical background with the ability to build cash flow analyses, pro forma projections, and sensitivity tables.
* Highly proficient in Microsoft Excel, with experience in financial return metrics such as Internal Rate of Return (IRR), Net Present Value (NPV), Discounted Cash Flow (DCF), Return on Cost, Equity Multiple, and Debt Service Coverage Ratio.
* Proficient in Microsoft Office Suite (Excel, PowerPoint, Word, Outlook).
* Ability to manage and prioritize multiple, complex projects simultaneously.
* Excellent verbal and written communication skills for presenting complex financial data to stakeholders.
* Strong organizational skills with a focus on accuracy and thoroughness in all tasks.

**Work Environment:**

* Primarily works in an office environment with frequent use of computers for financial modeling and analysis.
* May require occasional travel to hotel properties for asset inspections, renovation oversight, or meetings with operational teams.
* Regularly engages with senior leadership, operations teams, and external stakeholders to ensure alignment on investment and asset management goals.
* Ability to manage multiple projects simultaneously and work under pressure to meet deadlines.
* Flexibility to work extended hours as needed to accommodate business needs and project timelines.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the team member for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Equal Employment Opportunity:** *Stonebridge is committed to equal employment opportunities. We do not discriminate based on race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, veteran status, physical or mental disability, or medical condition. All aspects of employment, including recruitment, hiring, advancement, compensation, benefits, training, promotion, transfer, discipline, layoff, recall, and termination, will be conducted without discrimination. Reasonable accommodations will be made for disabled team members.*

*Resumes and applications for employment will be evaluated based on qualifications and the ability to meet the position's requirements.*

**Please send your resume to Steve Kakaty at** **skakaty@sbcos.com****.**