



ST. BOURKE

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JOB DESCRIPTION Portfolio Manager

Company Overview

Drapac Capital Partners is a highly specialized international property investment group with over three decades of experience. At Drapac, opportunities are identified through unorthodox means and focus on the crucial balance between risk management and performance. Drapac has consistently outperformed the broader market and achieved a premium track record of returns across multiple asset classes. With a proven growth trajectory, including expansion into the U.S. in 2011, the current portfolio includes over 12,000 acres of land across multiple markets, with a gross development pipeline of over U.S. \$8 billion.

St. Bourke, a subsidiary company of Drapac Capital Partners, is a leading asset management and development company specializing in residential land and communities. St. Bourke is comprised of two divisions (see chart below) and is responsible for every asset in Drapac’s U.S. portfolio. St. Bourke’s approach is to view every project through an investment lens and create tailored strategies to unlock value. St. Bourke currently manages and develops a significant portfolio of properties, ranging from small urban projects to large-scale master-planned communities. Over time, St. Bourke will manage and develop property on behalf of other institutional and private investment clients, in addition to Drapac.



ST. BOURKE



ST. BOURKE
ASSET MANAGEMENT



ST. BOURKE
DEVELOPMENT

From the ground up.

Position Summary

The Portfolio Manager role is critical to the future success of St. Bourke and will enable the realization of St. Bourke's vision:

to be recognized as a leader in the property management and development industry for building wealth and creating thriving communities.

The Portfolio Manager will report directly to the Director – Portfolio Management and will support the portfolio and land management function. They will be responsible for the day-to-day management of a large portfolio of assets and the coordination of all external parties and activities relevant to properties under management and development, from due-diligence through to development and disposal.

Duties and Responsibilities

The core functions include, but are not limited to, the functions below.

- Provide leadership, guidance and support among the portfolio management and broader St. Bourke, team to effectively manage the entire portfolio and individual assets.
- Develop strategies and processes relevant to land management, to support St. Bourke and successfully accomplish client objectives.
- Manage external vendors and contractors and ensure that all site works, maintenance is completed, as required, scheduled and budgeted.
- Prepare regular monthly and quarterly reports for properties under management.
- Assist in land dispositions, leases and other agreements including negotiating and reviewing related contracts.
- Advise the business of the impacts of likely changes in zoning, licensing, permitting or similar requirements.
- Conduct property inspections and provide status reports to management and/or clients on an as needed basis.
- Establish an annual operating budget for each asset and assess actual costs against the budgets.
- Assist in the development of land-related capital requests and support other functional areas by compiling, approving and processing contract documents and invoices.
- Assist in the procurement of consultants and contractors to plan, design and construct on-site works and complete repairs and maintenance of assets.
- Manage on-site maintenance, repairs and construction works.
- Provide inputs and assist in the preparation of feasibilities and asset strategies.
- Ensure that assets area appropriately insured and that insurances are maintained.
- Manage property taxes.

- Communicate with the County or City representatives to ensure all assets comply.
- Develop an understanding of local laws and ordinances relevant to each asset in the portfolio.
- Inspect assets for erosion problems, need for bush hogging, regular maintenance to comply with county code.
- Perform ongoing HOA review and assessments on assets owned.
- Co-ordinate with brokers in collecting quarterly valuations and assisting Portfolio Management Directors with the review and approval of the valuations.
- Work with the St. Bourke planning and design team to establish architectural guidelines and approve new home construction applications.
- Correspond with HOA board members and homeowners.
- Maintain a HOA/resident database and ensure high quality and consistent communications with the HOA and residents re: asset status and key issues.
- Organize and attend annual HOA meetings.

Key Attributes

- Strong leadership skills.
- Commercially astute.
- Attention to detail.
- Strong leadership and management skills.
- A team player and collaborator.
- Proactive and able to work with minimal supervision.
- Ability to solve complex problems and provide solution alternatives.
- Strong executive presence and interpersonal skills.
- Superior verbal and written communication skills.
- Strong project and program management skills.

Qualifications & Experience

- Bachelor's Degree in engineering, property, business, finance, planning, construction or project management preferred.
- 3+ years of relevant experience required.
- REO portfolio management background preferable.
- Proficient in the use of MS Office Suite, particularly Excel.