

Open Position Description

I. Title: Asset Manager

II. Summary

Third & Urban seeks a qualified real estate professional with analytical, leasing and operational experience who is eager to transition into a position with a high degree of exposure and autonomy at a growing, entrepreneurial firm.

Candidates who are qualified and seriously interested should submit resume with cover letter to work@thirdandurban.com

III. Description

The Asset Manager will be responsible for overseeing company portfolio assets, predominately of opportunistic and value add profiles. The candidate will hold primary responsibility for all matters relating to leasing strategy and implementation, property management, capital expenditure projects and overall portfolio oversight.

The candidate should be entrepreneurial-minded and capable of performing qualitative and quantitative analysis across a spectrum of property types and a range of capital structures. Third & Urban is a small company, and as such, the role will directly represent the company to outside partners and carries significant upside and growth potential.

Specific responsibilities include, but are not limited to, the following:

- For all assets, formulate leasing and property management strategies and oversee their successful implementation; work closely with the development team throughout the development/construction process to drive overall tenant mix/programming, interview leasing/property management teams, determine parking strategies, review architectural drawings from a leasing/property management perspective, etc.
- Concept and execute small and medium-sized capital expenditure projects on various assets, overseeing all necessary third parties
- Perform all aspects of leasing process, including negotiation of LOI's and leases, completion of net effective rent and/or proforma analyses, tenant buildout plan review and coordination of tenant buildouts with support from property management teams and third-party construction managers
- Oversee all aspects of property management and their respective project

teams and assist with ramp up/transition of management following development efforts; ongoing review of monthly property management reports and financial statements to optimize operations and understand any variances from budgets; review of year-end CAM reconciliations

- It is anticipated the candidate will act as the sole project lead for value-add assets, and work in tandem with a development manager on opportunistic development projects; the candidate should be prepared to “take over” development projects as they are nearing completion, handling all closeout matters and leading the projects through to stabilization and disposition
- Assist with underwriting/closing potential acquisitions including support in conducting market analysis and refining proforma leasing and operating assumptions, identification of development and operating strategies and communication with potential debt/equity partners
- Author monthly reports for debt and equity investors and ad hoc memos about a variety of matters (both corporate and deal related)
- Oversee maintenance of property level models for leasing activity and actual expenses, as well as the manipulation of those models for strategy analysis, capital market activities or other projections
- Prepare annual business plans and budgets through coordination with leasing, property management, and accounting teams
- Lead asset dispositions and refinancing efforts

IV. Compensation

- Salary to be determined commensurate with experience
- Bonus based on individual and company performance
- Other benefits include paid time off, health insurance, and cell phone plan

V. Position Requirements

- 8+ years of applicable experience, with exposure to institutional capital and operators preferred
- An open, inquisitive and creative mind with ideas to share
- Attention to detail and accuracy
- Strong interpersonal and organizational skills
- Strong writing skills with the ability to communicate complicated financial concepts in written form
- Strong analytical and quantitative abilities, with experience in Excel & Argus
- Proficiency in financial modeling and cash flow projections
- Experience in negotiating leases with tenants ranging from local to national credit in profile
- Experience with property operations, management and budgeting processes
- Undergraduate degree in finance, real estate or accounting preferred
- Knowledge of accounting, capital markets and corporate finance preferred