



# JAIR LYNCH

DEVELOPMENT PARTNERS

## **ASSET MANAGER JOB DESCRIPTION**

JAIR LYNCH is a Washington, D.C. based urban regeneration company that responsibly transforms urban markets into extraordinary neighborhoods. The company is involved in real estate projects as an investor/developer for sponsored investments as well as a market analyst, real estate advisor, development manager, construction manager and financial services advisor to third party clients. To help us achieve our vision the company is in need of an Asset Manager with strong technical, work and personal skills. For additional company information please see the firm's website ([www.jairlynch.com](http://www.jairlynch.com)).

### **Primary Function**

The Asset Manager will report to the company's CFO and be responsible for Business Plan creation, compliance and betterment for all sponsored investments to which they are assigned. At this time the company is primarily focused on an Asset Manager for its multifamily rental activities. The scope of responsibilities includes managing for compliance with Business Plan all aspects of an investment including revenue maximization and expense management, property condition maintenance, recommended capital expenditures, property manager performance, debt covenant compliance and institutional equity investment compliance as well as internal goals, strategies and initiatives. Additionally, the Asset Manager will play an active role with our acquisitions team in the underwriting process for new opportunities. Finally, the Asset Manager will interface with different development management teams working on different projects to provide project execution assistance where necessary as well participating in project completion, opening & lease-up, warranty & closeout and the transition to normalized property operations. The Asset Manager must be able to work efficiently in a fast-paced, multi-task environment with competing priorities and multiple project assignments.

### **Duties & Responsibilities**

The Asset Manager will create, implement and oversee customized asset management strategies for sponsored investments utilizing the following "**5-C Metrics**" outlined below.

#### **C-1: "COUNT"**

- Property Manager financial statements management.
- Property operation benchmarking including Net Income after Expenses, Operating Expenses, Gross Revenue, Investment Projections, Return on Investment, Cash Flow and Distribution Analysis.
- Quantify mission impacts that may affect financial return.
- Develop and distribute periodic asset management reports.
- Assist in modeling major systems full life cycle financial analysis for each asset from acquisition through disposition.



# JAIR LYNCH

DEVELOPMENT PARTNERS

## **C-2: “CONTROL”**

- Ensure creation of strategic financial planning and annual budgeting.
- Regular monitoring of actual performance of each assigned property against Business Plan.
- Negotiate third party contracts as required.
- Develop and distribute periodic asset management reports.
- Engage as necessary in risk management review with Risk Manager.

## **C-3: “CAPITAL CREATION”**

- Monitor cash-on-hand status on a regular basis in keeping with CFO policies.
- Implement and manage life cycle strategies around major systems.
- Uncover savings through process improvement.

## **C-4: “COUNSEL”**

- Proactive strategic advice on Community positioning.
- Pre-acquisition input and assistance.
- Manage coordination of post acquisition activities and integration of asset into the firm’s ownership portfolio.
- Research and track latest industry trends as directed or required for assigned investments.

## **C-5: “CONTRIBUTE”**

- Actively participate in the neighborhoods around an investment and initiatives created for an investment.
- Protect, further and sustain the positive reputation of the company and the investment to ensure a comparative advantage in the marketplace.

## **Qualifications**

- Bachelor’s degree preferred in a real estate applicable field.
- Eight years minimum work experience in multifamily rental operations.
- High degree of organizational skills and problem-solving ability; specifically the ability to work as self starter especially as it relates to calling on resources outside the firm.
- Resourcefulness in finding information and answers from within and outside the company.
- Respect for details and ability to execute them at a high level without excess supervision.
- Ability to prioritize/execute to achieve desired company and project goals with prudence and sense of urgency.
- Collaborative approach and respectful relationship style with members of the neighborhoods within which we work as well as colleagues, consultants and third party trade partners.
- Articulate communication – verbal, pictorial and numerical.
- Strong business aptitude and common sense.



# JAIR LYNCH

DEVELOPMENT PARTNERS

- Excellent telephone, communication and organizational skills, as well as excellent written and verbal communication skills.
- High degree of problem spotting and resolution ability. The Asset Manager needs to plan and “Own the Deal” from turnover forward and maintain the focus, anticipation, discipline and rigor to ensure that Business Plan compliance is always met or exceeded.
- A desire to learn and grow professionally.
- Strong relevant computer skills in Microsoft Outlook, Word, Excel, PowerPoint and Project a plus.
- Desire to invest your passion and commitment to a vision you feel you can embrace and learn and grow a career in real estate investment management.
- LEED certification a plus.
- Willingness and flexibility to do “whatever it takes”; a strong team player.
- Strong employment references and submit to/pass a complete background check.
- Ability to embrace and live the company’s Core Integrity.

## **Salary & Benefits**

Salary commensurate with experience. Benefits include health insurance, disability insurance and 401(K) plan. Two weeks’ vacation annually.

**JAIR LYNCH IS AN EQUAL OPPORTUNITY EMPLOYER**