

## Open Position - Portfolio Manager

### Our ideal team member will be responsible for Asset Managing Multi-family Assets:

- Monitor a growing portfolio of multi-family properties located in the South Eastern United States from Morrison Avenue Capital Partners' Operational Headquarters in Tampa, Florida
- Report on and enhance property operations with a goal of:
  - » Accurately and systematically reporting clearly and concisely property performance against a variety of goals
  - » Increasing performance against those goals, and,
  - » Protecting and ensuring the long-term viability of assets
- Analyze property assets, recommend and implement improvement strategies to maximize operational performance of the portfolio

**Travel:** *Approximately 10%. Must have a valid drivers' license*

**Location:** *Ideally Tampa, Florida*

### Essential Duties & Responsibilities:

- Under the direction of the leadership team, oversee the operations of the company's investment properties
- Create, solicit input, then distribute quarterly performance reports to investors
- Review and monitor monthly operational reports and evaluate property performance:
  - » Summarize operations for review by principals
  - » Highlight property performance vs. goals
  - » For adverse issues
    - ◆ Investigate issues by interacting with the management company
    - ◆ Document explanation from management company
    - ◆ Solicit plan(s) for remediation, including schedule, and build a consensus plan with management company and MACP
    - ◆ Document progress towards goal
    - ◆ Highlight/expose patterns around adverse issues
- Maintain database of critical information for each deal (loan terms, ownership structure, required repairs, reserve balances, capital flow etc.) and track key items and dates
- Create and maintain investor return scenarios per asset in relation to distributions, refinancing, and sale
- Create, implement, and maintain a communication policy for investors and partners involving direct interaction and social media
- Oversee our compliance with lender and insurance operational and deferred maintenance requirements
- Assist in deal closings including soliciting 3rd party reports, receiving and organizing reports and data, and related tasks
- Assist with organizing and backfilling information on older transactions

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- For new construction or acquisitions with value-add improvements:
  - » Maintain schedule and cost budget
  - » Provide weekly updates on progress
  - » Highlight delays or concerns
- Assist with MACP consulting work, including property dispositions and other operational analyses
- Research and understand driving forces in individual property markets, recognizing when trends might be working with or against our investments
- Provide support and analysis to our management partners with the goal of increasing profitability and reducing risk
- Identify partnerships that require Watchlist status and develop strategies to address all issues
- Travel once/6 months to each property for general observation of condition, meeting with property management staff, reinforcing performance goals
- Assist in maintaining and updating company's profile on social media
- Perform other duties and responsibilities as assigned

## Qualifications

### Knowledge and Skills:

#### Knowledge of:

- Institutional asset management
- Advanced concepts, principles and practices of multi-family real estate/housing operations, including property inspections, property management and property maintenance
- Knowledge of real estate finance
- Knowledge of institutional investment strategies and partnership structures
- Accounting principles

#### Skill in:

- Strong analytical skills & financial acumen
- Use of MS Office products
- Document Management technology (currently Dropbox)
- Communication, both verbal and written
- Follow-up to ensure resolution and completion of tasks
- Operating standard office equipment and using required software applications to produce correspondence, reports, electronic communication and spreadsheets

### Educational Experience Requirements:

Bachelor's Degree in related field and a minimum of three (3) years of relevant real estate experience including physical property site inspections and interpreting financial statements.

~or~

Any equivalent combination of experience, education, and/or training

**Qualified, interested, and motivated candidates should send their resume to [cj@morrisonavenuecapital.com](mailto:cj@morrisonavenuecapital.com)**