



### **Job Description – Regional Asset Manager (Atlanta Based)**

White Oak Partners is a growing multifamily real estate investment firm with over \$2.7B AUM. We are looking for a **Regional Asset Manager** to join our growing team. The position will be responsible in providing multifamily operations assistance for multifamily properties within the White Oak portfolio, which will include a variety of multifamily asset classes in Atlanta, Georgia. The general focus will be on the real estate's financial and operational performance, which includes oversight of the capital improvements and overall business plan for the property. This position is responsible for the successful management of third-party property management relationships, communication and reporting to investors/equity partners, and serving as a liaison between operations, accounting and property management.

#### ***Essential Duties***

- Provide oversight of the operating and physical performance of assigned multifamily properties within the portfolio; properties within the portfolio include a variety of multifamily asset classes
- Evaluate property management results consistent with White Oak's objectives and budgeted expectations
- Assist Acquisitions Department in the vetting of potential acquisitions in their respective market/portfolio on an as needed basis.
- Oversees the preparation and execution of operating and capital improvement budgets.
- Ongoing review of assigned property and portfolio performance, including weekly, monthly, quarterly, and annual progress reports
- Review pro-forma P & L statements and budget for capital expenditures
- Review and recommended changes to marketing plans and annual operating budgets
- Review and analyze requests for capital improvements submitted by property management
- Work with various parties in performing tasks, including property and construction management, lenders, brokers, and other third parties
- Project real estate performance by understanding specific asset characteristics, interpreting historical operating results, and understanding local supply-demand fundamentals, as well as broad economic data
- Conduct fieldwork (e.g. inspect assets, visit rent and sales comps)

#### ***Minimum requirements***

The successful candidate will have strong management skills, to ensure effective oversight of the third-party manager(s) of portfolio properties. The ideal candidate for this position will thrive in a highly entrepreneurial, social, fast moving environment. This self-starter candidate should be an enthusiastic team player, offer innovative ideas and have the ability manage multiple priorities. Strong experience in the multi-family asset class is essential, including experience and skill with financial performance analysis.

*Note: Nothing in this job description restricts the right for management to assign or reassign duties and responsibilities to this job at any time.*

- Minimum 8 years operations experience including asset management within multifamily is required, including experience with underwriting / financial modeling, and acquisitions and dispositions / sale of multifamily properties
- Understanding of various real estate markets
- Bachelors degree required, finance background preferred
- Ability to travel as required for effective oversight of Fund assets
- Advanced knowledge of Excel
- Conceptual knowledge of core business disciplines including real estate finance, investment principles, corporate finance, and accounting
- Strong problem-solving, analytical and quantitative skills
- Good oral and written communication skills, able to express ideas and describe information in a clear and concise manner
- Professional presence to interact with executive management
- Ability to balance multiple projects simultaneously with demanding deadlines in a small team environment
- Ability to operate with a high degree of flexibility and to adapt to changing demands
- Ability to work effectively with diverse personalities to accomplish objective
- Self-starter and can work well with limited direction
- Initiative, resourcefulness, strong attention to detail, reliable

**Additional Details:**

- Travel approximately 30 - 50% is required, as well as ability to travel to the Columbus, Ohio headquarters periodically.