Asset Management Associate

**Job Title:** Asset Management Associate  
**Type:** Full Time, Exempt  
**Pay Range:** $85,000 - $115,000 annually, depending on experience  
**Bonus:** May be eligible for annual bonuses.  
**Location:** Denver, Colorado  
**Company Benefits:** Full time employee benefits include medical, dental, vision, life insurance, short-term and long-term disability, 401k retirement plan, paid holidays, paid time off, and a public transit pass.

Urban Villages, Inc., is a Denver-based, privately owned real estate development and property management company that specializes in timeless design and environmentally responsible development and management practices (www.urban-villages.com). We focus on long-term value creation for all of our project stakeholders: investors, partners, tenants, neighbors, communities, and our environment. Urban Villages creates places where people and businesses thrive.

We are currently seeking an experienced full time Asset Management Associate with strong analytical, reporting, presentation skills, and a disciplined attention to detail to join our growing team. The ideal candidate has a minimum four years of asset management or similar industry experience. The ideal candidate shares the same values as Urban Villages and its unique approach to real estate development and property management.

**Position Overview:**
The Asset Management Associate is responsible for implementing and reporting on the day-to-day asset management of a real estate portfolio comprised of office, retail and multifamily properties. Working alongside the Asset Manager, the Associate will execute property business plans to maximize the performance and value of the portfolio. The Asset Management Associate will interact directly with the Asset Manager, property management, development and leasing teams to oversee property operations and assists with the acquisition, financing and disposition processes for all assets in the portfolio. This position will assist in tracking and improving asset performance via analysis and application of up-to-date market data, identifying value-add opportunities that will further drive revenues and provide the best return on each dollar spent. Utilizing critical analysis and industry-standardized methods and software, the Asset Management Associate tracks gross and net revenues and manages the repositioning of each asset to maximize value. This position reports directly to Asset Manager.

**Primary Tasks and Responsibilities**
- Document and implement asset business plans. Work with Asset Management Analyst to monitor, track and report on performance relative to the business plan.
- Support the Asset Manager in lease negotiations and decisions; support leasing strategy and management of leasing representatives
- In cooperation with the Development team track budget review for value-add and development projects
- Assist with debt financing and refinancing, communications with lenders, and tracking compliance with loan covenants
- In collaboration with the Asset Manager, responsible for drafting regular investor reports on asset and portfolio performance
- Evaluate and underwrite investment opportunities and assist with due diligence
- Manage property dispositions with analysis of sales strategies/offers, coordination of transaction teams, and preparing of due diligence data rooms
• Complete regular onsite property reviews, and maintain deep knowledge of relevant market, submarkets, and property comps
• Liaise with property management on annual budgets and oversight of capital projects
• Work with Analyst to maintain accurate Argus models for each asset, prepare detailed cash flow forecasts, and conduct analysis of proposed lease transactions
• Participate in the annual procurement of property insurance and coordinate with insurance providers to resolve claims
• Analyze opportunities for property value-add and repositioning investments and coordinate implementation of approved investments
• Maintain asset management database to quickly access critical data for all assets (e.g. property demographics, key debt details, latest valuation, equity amount, budgeted/projected cash flow, tax basis, etc.)
• Other tasks as necessary to support Asset Management functions, and Urban Villages’ corporate goals

Required Qualifications:
• Minimum 4 years’ experience in real estate asset management or relevant industry sector such as commercial real estate, real estate development, or mortgage banking
• Undergraduate degree required. Minimum 2 years analytical experience in commercial real estate
• Foundational understanding of real estate and finance concepts
• Development and/or real estate cash flow modeling experience; proficient working knowledge of both Excel and Argus.
• Excellent communication and negotiating skills
• Excellent writing and analytical skills will be critical to success in this position
• Strong verbal communication skills, with ability to professionally communicate with diverse populations
• Absolute discreteness in receiving and handling sensitive information
• Exceptional customer service and interpersonal skills; ability to professionally interact with a broad range of clientele/relationships
• Exceptional work ethic and ability to accomplish objectives with little daily supervision and distraction
• Ability to tackle multiple tasks simultaneously without losing focus or attention on any one; not afraid to ask for help when needed
• Excellent organizational skills with attention to detail and systematic, accuracy-driven approach
• Proficiency with Mac Operating Systems and Microsoft Office applications.
• Ability to travel when needed, often on short notice

Application Process:
Candidates should send a cover letter, available start date, résumé and salary requirements to careers@urban-villages.com. Qualified candidates will be contacted directly. No phone calls, please.

For information on Urban Villages visit our website at www.urban-villages.com.

Urban Villages is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.