

Job Description

Job Title: Asset Manager	Reports to: Vice President, 'Āina
FLSA Status: Exempt	Aligned Executive: Vice President, 'Āina
Kipuka: Lili'uonamoku	Department: 'Āina

Job Purpose

Preserves long term value of Trust real assets (income and non-income producing) through proactive management and maintenance activities.

Essential Responsibilities

- Lease administration for all endowment properties, including lease assignments, amendments, compliance and collections.
- Due diligence and underwriting of potential acquisitions and dispositions.
- Performs and/or oversees consultant work related to project analyses and projections; planning, architectural and engineering reports; land title, encumbrances and surveys.
- Implements capital improvements to LT owned and managed properties.
- Develops capital budgets and financial forecasts for LT managed properties, provides base assumptions for financial pro formas.
- Assist in the preparation and approval of property improvement budgets.

Other duties:

- Contributes to the Trust's success by accepting new assignments, helping team members, learning new skills, and striving to improve team and organization results.

Qualifications

- Bachelor's degree with concentration in business, finance, accounting, real estate OR equivalent professional experience.
- Three (3) to five (5) years of related professional experience.
- Ability to work with financial concepts and perform financial analysis including ROI, IRR and discounted cash flow modeling.
- Well organized, detail oriented and capable of handling in-depth special projects.
- Industry accreditations such CCIM, CPM, and CRE preferred.

Organization Competencies

- **Alignment with Queen's legacy:** Understanding and appreciation of Queen Lili'uokalani's story, her legacy and the Hawaiian Culture is foundational to staff's commitment to working with our Hawaiian children, families and communities. Demonstrates respect for and appreciation of Hawaiian values history, and culture, understanding its implication in one's work, in fostering meaningful relationships, and in embracing the community served.

- **Ho'omau i ka 'imi Na'auao (Continuous Learning and Improvement):** Committed to creating and reinforcing an environment of continuous learning and improvement.
- **Ho'ike i na Mana'o Pono (Effective Communication):** Communicates with those we serve and each other in a consistent manner that results in mutual understanding, harmony, and action.
- **No'ono'o loi (Critical Thinking and Problem Solving):** Actively and skillfully understands, conceptualizes, applies, analyzes, synthesizes, and/or evaluates information and develops and supports fact-based analyses and recommendations
- **Ho'o kumu a'e or `Imi hakuha (Innovation):** Identifies and integrates creative ideas into new or existing services and promotes effective problem-solving.
- **Pilina Ho'ohana a me ka Hana Hilina'i (Building Relationships and Creating Trust):** Manages relationships to create optimal opportunities and move the organization forward.
- **Alu Like I ka Hana (Teamwork):** Works cooperatively and collaboratively with others throughout the organization in alignment with the organization's objectives.
- **Ho'onui I ka 'Ike (Capacity Building):** Encourages personal growth by exhibiting trust and a belief in the capacity of others.

Mental and Physical Demands:

- Ability to lift 25 pounds. Requires frequent sitting, bending, standing.
- Ability to travel and work flexible hours as necessary.

Terms and Conditions of Employment

As a condition of employment, employee will be subject to LT's policies and procedures.