

Job Title: Senior Director of Real Estate Asset Management

Location: Florida (70%), Ohio (30%) and Remote

Employment Type: Full-Time

Department: Real Estate / Asset Management

Reports To: CEO

Overview

The Senior Director of Real Estate Asset Management will serve as a senior executive responsible for leading operational excellence across the group's portfolio and maximizing the performance of real estate assets. The main role of this position is to ensure that property portfolios operate efficiently, deliver strong financial returns, and align with strategic investment objectives. The ideal leader has deep experience in real estate operations, asset management, driving results and performance, and investor reporting.

Key Responsibilities

- **Portfolio Oversight:** Manage day-to-day operations and long-term strategy for a portfolio of office, industrial, or mixed-use properties.
- **Operational Leadership:** Oversee all operational functions related to the real estate business – vendors, 3rd party property managers, brokers, etc.
- **Financial Performance:** Analyze property-level financials, monitor budgets, and implement cost-saving initiatives to enhance NOI and asset value.
- **Tenant Relations:** Maintain strong relationships with tenants, resolve issues promptly, and ensure high satisfaction and retention.
- **Leasing Strategy:** Collaborate with leasing teams to develop and execute leasing plans, negotiate lease terms, and maintain high occupancy rates.
- **Compliance:** Ensure compliance with real estate laws, regulations, insurance requirements and lease obligations.
- **Capital Planning:** Identify and prioritize capital improvement projects, oversee execution, and ensure alignment with investment goals.

- **Reporting & Analysis:** Prepare regular asset performance reports, market analyses, and investment memos for internal stakeholders and investors.
- **Market Intelligence:** Stay informed on market trends, competitive properties, and economic indicators to inform strategic decisions.

Qualifications

- Bachelor's degree in real estate, Business, Finance, Economics, or related field required.
- MBA, MSRE, or other advanced degree preferred.
- 7+ years of real estate experience with progressive responsibility.
- Specific experience in commercial real estate asset management.
- Strong financial acumen and proficiency in Excel and other related software.
- Specific experience in budgeting, forecasting, and financial reporting.
- Experience with institutional investors, private investors, or large owner/operators.
- Proven ability to manage multiple stakeholders effectively.
- Excellent negotiation, communication, and interpersonal skills.
- Strategic and operational thinker with strong execution skills.

What We Offer

- Competitive salary
- Performance-based bonuses
- Comprehensive benefits package:
 - Health, dental, vision insurance
 - 401(k) or retirement benefits
- A collaborative, fast paced and rewarding work environment
- Paid time off
- Professional development and conference support
- Flexible work policies (where applicable)