

POSITION DESCRIPTION FOR ASSOCIATE, INVESTMENT & PORTFOLIO ANALYSIS

Title: Associate, Investment & Portfolio Analysis
Department: Investment & Portfolio Analysis
Reports To: Senior Vice President, Investment & Portfolio Analysis

Function:

The Associate, Investment & Portfolio Analysis, assists in the underwriting and valuation of hotel and real estate assets for a hotel Real Estate Investment Trust ('REIT') with more than 100 properties

Responsibilities:

- Assists in underwriting and valuing individual lodging and portfolio assets for acquisition on an ongoing basis, including:
 - Performing fieldwork, data collection and analysis to evaluate hotel markets
 - Conducting site and property inspections
 - Preparing supply and demand, pro-forma financial and valuation analyses
- Prepares reports on various factors impacting markets and submarkets associated with the company's lodging portfolio, including demographics and changes in supply and demand.
- Assists in the due diligence process for new acquisitions.
- Assists in developing and preparing financial reports for senior management and Investment Committee Memorandums.
- Assists in evaluating third-party purchase offers and performs sell-hold analysis to determine if price meets investment return analysis.

Education and Experience:

- Bachelor's degree in hospitality management, accounting/finance, economics or related area required.
- Five (5) years of hospitality industry experience, preferably in consulting and finance. At least two (2) years of experience performing market studies of lodging products in the United States preferred.
- Experience in investment analyses and financial reporting required.
- Experience in financial modeling required.
- Experience in the private equity industry preferred.

Skills:

- Knowledge of lodging and real estate industry required.
 - Computer literate, with quantitative modeling skills required.
 - Ability to synthesize financial data into reports and presentations required.
 - Excellent written and quantitative analysis skills required.
 - Ability to produce high-quality reports in a timely manner required
- Must be self-motivated, goal-oriented and results driven.
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This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.