

POSITION DESCRIPTION FOR CAPITAL ANALYST

Title: Capital Analyst
Department: Design and Construction
Reports To: Vice President, Capital Investments and Reporting

Function:

The Capital Analyst is responsible to support the capital improvement/ renovation reporting and analysis process for RLJ Lodging Trust, a publicly-traded real estate investment trust investing primarily in focused-service hotels. This individual supports the Vice President, Capital Investments and Reporting and the Design and Construction Department (D&C) and is responsible for a variety of functions, including budgeting, financial analysis, reporting, database preparation, maintenance and tracking. The ideal candidate would have creative vision, entrepreneurial thinking, and is process and detail driven to obtain results that exceed expectations.

Responsibilities:

- Design and develop reporting templates for efficient and consistent recording and tracking of hotel maintenance capital projects and renovations utilizing excel and D&C project management software (currently E-Builder).
- Perform and analyze financial forecasting, project performance, cost analysis and ad-hoc reporting for D&C.
- Assist D&C, Finance, Acquisitions and Asset Management teams with future capital assessments by gathering and analyzing data from the field and property operations teams.
- Key player in the annual capital budget process in regards to data collection, organization, and coordination with internal and external stake holders resulting in efficient and timely budget execution.
- Collaborate with asset management team for identification of capital projects needed for hotel brand compliancy and preventative capital measures to ensure hotels are in good standing with brands.
- Consistent and routine report dissemination to all key stake holders in various departments companywide.
- Assist with budget and Board presentations needed and requested by the RLJ executive team.
- Assist with coordinating due diligence process and efforts for new acquisitions and dispositions.
- Assist with preparing financial analyses for development projects.
- Assist with document control and coordination relating to capital projects, acquisitions, municipal code compliance, legal issues, and/or hotel brand communications.
- Database maintenance and management utilizing E-Builder.
- Assist the D&C team with special projects as requested.

JOB REQUIREMENTS (SKILLS/ABILITIES):

- Bachelor's Degree in Economics, Finance, Business, or equivalent experience.
- Ability to work effectively as either a team player or independently, in a fast-paced environment while prioritizing projects to ensure timely deliverables.

- Strong interpersonal, communication and leadership skills.
- Ability to think creatively and be open minded to solve challenges in new ways.
- A solid understanding of Microsoft Office Suite with proficient excel skills is essential.
- E-Builder and Yardi Voyager experience a strong bonus or other enterprise accounting / project management systems applications knowledge.
- High levels of integrity, discretion and ability to maintain confidentiality.
- Excellent verbal and written communication skills.
- Good judgment and the business acumen to make well-reasoned decisions with respect to matters arising on a day-to-day basis.
- Self-motivated, goal-oriented, and results driven.
- Knowledge of lodging and hotel real estate.

Experience:

- Minimum of 5-10 years of professional experience, hotel lodging experience preferred.

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.