

POSITION DESCRIPTION FOR DIRECTOR/VICE PRESIDENT, REAL ESTATE AND FINANCE

Title: Director/Vice President, Real Estate and Finance
Department: Real Estate & Finance
Reports To: Chief Financial Officer

Function: The Director/Vice President of Real Estate and Finance is responsible for corporate finance and financial planning and analysis, including implementing analytical tools to assist senior management with operational and financial decision making for a publicly-traded real estate investment trust investing primarily in focused-service hotels. The incumbent will also support the CFO and Treasurer with Investor Relations.

Corporate Finance and Financial Planning & Analysis:

- Accountable for forecasting and monitoring the Company's short-term and long-term earnings, cash flow, capital structure and debt compliance.
- Identify, recommend, and implement financial planning and analysis tools to support the executive team in making operational and financial decisions and identifying inefficiencies.
- Analyze various business initiatives to determine whether accretive/dilutive to the Company: acquisitions, dispositions, share buybacks, equity raises.
- Develop corporate business plans and quarterly and annual forecasts.
- Partner with the accounting department in the ongoing financial reporting process, annual audits, and SEC filings.
- Create comprehensive quarterly and annual presentations to Board of Trustees.
- Perform competitive market analysis and economic research to maintain a thorough understanding of market fundamentals.
- Directly assist CFO and other senior executives on all strategic and ad hoc matters.

Investor Relations:

- May support efforts related to the communication of strategic objectives and dissemination of financial results and forecasts to institutional and retail investment community including sell-side analysts.
- Contribute to the preparation of investor presentations and packets.
- May review press releases, scripts, and other materials needed to manage the investment community

Education and Experience:

- Bachelor's degree with a concentration in Finance and/or Accounting required
- MBA, Masters or CPA preferred.
- Five to ten (5-10) years progressive experience in the financial services, accounting or similar industry
- Comprehensive understanding of real estate financing terminology; Hospitality experience highly preferred but not required.
- Prior experience within a publicly traded company required.
- Proven track record of success in a finance role, ideally in an entrepreneurial company.
- Ideal candidate will have strong operating finance experience as well as financial analysis experience.

- Comfort in dealing with senior levels of the Company. Must demonstrate leadership skills required to build trust and competence, drive continuous improvement of processes, and assist the executive management team in maximizing shareholder value.

Skills:

- Possesses superior communication skills, both oral and written.
 - Results oriented, strong interpersonal skills and self-starter.
 - Possesses strategic perspective, sound business judgment, deep analytical capabilities, and a collaborative working style.
 - Must have advanced or expert skills in Microsoft Excel and PowerPoint, Financial Modeling, Cash Flow Valuation, and Scenario/Sensitivity analyses.
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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.