

Vice President – Real Estate

San Francisco, CA

Columbia Property Trust is currently seeking a **Vice President – Real Estate** in our **San Francisco** office. This position is responsible for driving value through the generation and implementation of asset strategies for a portfolio of office assets in the region. The position will also help to grow the portfolio by identifying and acquiring additional assets.

Key Responsibilities

- Oversee a portfolio of 2.2 million square feet of commercial assets spanning multiple risk profiles- from fully leased stabilized assets to ground up development.
- Tour the markets to prospect for new acquisitions.
- Negotiate leases with outside counsel.
- Develop and execute on property budgets, monthly/quarterly financial and operational performance and annual capital plans.
- Oversee property managers, brokers, and construction management.
- Develop and/or oversee DCF analyses using Argus and Excel for investment decision making.
- Manage property dispositions and/or recapitalizations.
- Review valuations and appraisals and joint venture partner reports.
- Attend construction/project management meetings assuring projects are on time and on budget.

Supervisory Responsibilities

- Associate

Essential Functions

- Collaborate with the regional EVP and Associate to strategize/revise business plans/budgets.
- Meet with brokers, attorneys, and/or tenants to negotiate leases.
- Tour the assets and perform property inspections.
- Travel to NYC headquarters as needed to report on portfolio business plan progress and other opportunities.

Competencies

- Strong leadership, negotiation and decision-making skills.
- Proficient in financial analysis (NPV, IRR, lease comparison, ROI, DCF modeling, payback, analyze financial statements, etc.).
- Must be proficient in Microsoft Office.
- Must have excellent verbal and written communication skills.
- Must be a self-starter, self-disciplined, and highly organized.

Required Education/Experience

- Bachelor's degree.
- Minimum 10 years of relevant real estate/investment industry experience.
- Strong understanding of financial operations within a real estate organization.
- Proficient in Argus.

- Applicants must be authorized to work for any employer in the US.

Preferred Education/Experience

- Master's degree.

Travel Required and Percentage

10-20%

Physical Demands

The worker is sitting most of the time but will often include tasks involving light work, exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures, viewing a computer terminal and extensive reading. The worker is constantly typing into a computer, and occasionally other office productivity machinery (such as a calculator, copy machine, and computer printer). The worker needs to occasionally move about inside the office to access file cabinets, office machinery, etc. The worker may need to visit construction jobsites to review the progress of work, meet with the project management staff, lender inspectors and related parties. These visits may require the use of protective equipment and may entail visiting jobsites where agility is required to move around the site.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Company Background

Columbia Property Trust creates storied properties for legendary companies in New York, San Francisco, Washington D.C., and Boston. The Columbia team is deeply experienced in transactions, asset management and repositioning, leasing, development, and property management. It employs these competencies to grow value across its high-quality, well-leased portfolio of 12 properties that contain more than five million rentable square feet, as well as four properties under development, and also has over 8.5 million square feet under management for private investors and third parties.

For more information, please visit www.columbia.reit.

Columbia is proud to be an Equal Opportunity Employer – Veterans/Disabled and other protected categories.