

Hobbs Brook Real Estate LLC is an innovative commercial real estate leader with a portfolio of forward-thinking, sustainable properties in the United States and Singapore. Shaping the market since 1952, the company acquires, develops, manages, and serves as a valued partner to a variety of stakeholders. Hobbs Brook Real Estate (HBRE) brings unique property visions to life with a commitment to improving both the environment and the community. For additional information, please visit www.hobbsbrook.com. HBRE is the real estate division of FM.

Location: Waltham, MA (site-based 5 days a week)

Status: Full-time, exempt

This position requires travel to various local properties on a routine basis, with up to 20% of travel to other markets as needed.

Relocation: Not offered for this position

The Impact You'll Make

- Drive portfolio value and performance by improving financial outcomes, asset strategy, and overall results across leasing and operations
- Strengthen investment decisions through financial modeling and market insights that shape portfolio direction
- Improve asset-level financial health through effective budget oversight and performance optimization
- Deliver strong deal outcomes across leasing, acquisitions, and dispositions that maximize returns
- Enhance operational execution by aligning cross-functional teams to meet business plans and performance goals
- Increase leadership confidence through clear insights, reporting, and actionable recommendations

The Senior Asset Manager will oversee all aspects of HBRE tenant leasing activities, ensuring that every executed lease delivers both financial and strategic value to HBRE. Cultivate strong connections with the broader real estate and business communities in every market where HBRE maintains a presence, thereby reinforcing HBRE's positive reputation across regions. Take responsibility for managing brokerage partnerships in multiple markets, while consistently upholding all HBRE-endorsed standards, policies, and procedures.

Play an integral role in shaping HBRE's real estate strategy—both short- and long-term—by leveraging thorough data analyses related to pricing, occupancy rates, market demand, and other internal and external drivers. Partner with Finance and Property Management teams to support budget development and review, and conduct in-depth financial analyses of real estate transactions. Present key market research findings, highlighting industry best practices and benchmarks to inform decision-making.

Direct the daily operations of a portfolio including property management, leasing, and capital deployment, all with the aim of advancing HBRE's investment strategy, driving value creation, and consistently achieving outperformance. Closely monitor asset performance against a range of benchmarks, including client objectives, pro-forma metrics, and budget goals, as well as prevailing market standards. Supervise property management, leasing, accounting, legal, appraisal, tax, and research teams, in addition to coordinating with third-party consultants to develop and implement comprehensive annual business plans.

Maintain open and effective lines of communication with Senior Leadership, providing regular updates on investment management activities—encompassing physical, financial, and leasing performance. Stay current on regional capital markets activity to reinforce HBRE's credibility and informed decision-making. Conduct regular market visits and property inspections for assigned assets, and actively participate in the appraisal and internal valuation process, ensuring timely and accurate input through platforms such as ARGUS, Microsoft Excel, and VTS.

Support HBRE's growth initiatives by assisting with potential acquisitions and dispositions. Collaborate closely with the transactions, dispositions, engineering, and closing teams to ensure seamless investment execution and thorough due diligence. Review and approve a variety of documents tied to asset operations and marketing, including management agreements, leasing contracts, and service agreements.

Foster strong, collaborative working relationships with teams across property management, engineering, leasing, legal, and accounting to deliver seamless operations and drive collective success.

Qualifications

- 7+ years of commercial real estate experience required
- 10+ years of experience preferred, with demonstrated progression in asset management or related roles

Key Qualifications & Skills

- Strong knowledge of commercial leases, contracts, and legal lease language
- Proven ability to perform financial analysis related to lease terms, property performance, and investment decisions
- Excellent negotiation, communication, and presentation skills
- Advanced analytical thinking with strong problem-solving capabilities
- Sound business judgment and decision-making skills
- Ability to manage multiple projects simultaneously in a fast-paced environment
- Solid understanding of real estate trends, including local markets and submarkets

Collaboration & Work Style

- Ability to work independently with minimal supervision, while also contributing effectively in a team environment
- Strong relationship management skills with both internal stakeholders and external partners
- Proactively engages with stakeholders to understand needs, address challenges, and deliver results

Technical Skills

- Proficiency in Microsoft Word and Excel
- Experience with industry tools such as Yardi, VTS, and Argus

Education and Licenses: Candidates must hold a bachelor's degree. An MBA is strongly preferred.

Compensation & Benefits

The hiring range for this position is \$138,000 to \$198,000 annually. The final salary offer will vary based on geographic location, individual education, skills, and experience. The position is eligible to participate in FM's comprehensive Total Rewards program that includes an incentive plan, medical, dental and vision insurance, life and disability

insurance, well-being programs, a 401(k) and pension plan, career development opportunities, tuition reimbursement, flexible work, and time off, including vacation and sick time.

Hobbs Brook Management LLC is an Equal Opportunity Employer and is committed to attracting, developing, and retaining a diverse workforce.