

# HAMILTON POINT

## INVESTMENTS

Hamilton Point Investments LLC (“HPI”) is seeking to fill a need for an associate asset manager, supporting the ownership and management of its portfolio of multifamily properties and manufactured housing investments. Since inception in 2009 Hamilton Point Investments has acquired over 35,000 apartment units for some \$4 billion with \$1.9 billion of equity raised to date. The company raises money through its funds and tailored individual property tax-deferred investments, with investors primarily high-net worth individuals. The firm has taken fourteen investment programs profitably full cycle, seven funds with original equity of \$590 million and seven DSTs all within a three to five-year hold period. HPI is based in Old Lyme, CT with investments in the Southeast, Texas/Southwest and select Midwest markets.

### **Associate Asset Manager Role**

The position plays a crucial role in overseeing the performance and value of our portfolio. The primary goal is to maximize the return on investment for fund investors. You will report directly to our senior asset manager, Michael Gencarelli. Bachelor’s degree or better required and real estate experience and/or education strongly preferred. Need for excellent verbal and written communication skills, as well as strong math and spreadsheet work. No minimum prior experience in asset management needed, with compensation commensurate with experience and performance.

### **Responsibilities - Property Operations & Revenue Optimization Oversight**

- Monitor leasing activity, tenant retention, rent collection, and expenses.
- Ensure property management adheres to performance benchmarks and operational goals.
- Implement rent growth strategies, including market rent analyses and value-add initiatives (renovations, amenity upgrades, etc.).
- Identify opportunities to improve income and reduce unnecessary expenses.
- Prepare regular property analyses to evaluate performance across various financial and operational metrics.
- Visit properties and ensure execution of business plans.

### **Responsibilities - Stakeholder & Investor Relations**

- Present performance updates, investment strategy, and market conditions.
- Collaborate ad hoc with the Property Management, Acquisitions and Dispositions, Sales, and Accounting teams on various analyses, reports, and data reviews needed to support their efforts.

### **Responsibilities -Financial Performance & Reporting**

- Monitor and analyze financial metrics: occupancy rates, NOI (net operating income), cash flow, cap rates, etc.
- Help prepare quarterly investor reports and communicate financial performance regularly.
- Track capital expenditures (CapEx) and ensure alignment of the CapEx team and strategic goals.
- Develop and manage initial asset and fund level budgets

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- Review all market surveys and CoStar market reports to understand property performance and future investment strategy.
- Support accounting with monthly/quarterly financial reporting packages for lenders

### **Responsibilities -Strategic Planning & Portfolio Management**

- Develop long-term strategies for each asset: hold, sell, refinance, reposition, etc.
- Evaluate buy/sell/refinance opportunities based on performance and market conditions.
- Review weekly operating invoices at the property level
- Develop knowledge of macro multifamily trends and assigned markets, including capital trends, economic growth drivers, demographic trends, and supply/demand dynamics that impact asset strategy.

### **Additional Qualifications**

- Proficiency in accounting principles
- Familiarity with financial modeling and budget concepts
- Excellent organizational and project management skills, with the ability to handle multiple priorities, meet tight deadlines, and balance recurring tasks with ad hoc projects