JOB TITLE: Analyst, Transactions & Asset Management-posting only

JOB CODE: 701905

FLSA STATUS: Exempt

DIVISION: Transactions & Asset Management

DEPARTMENT: Americas Development

REPORTS TO: Vice President, Transactions & Asset Management

1. KEY RESPONSIBILITIES:

Job Summary – (Role Summary)
Support the Transactions & Asset Management (“TAM”) team, a part of the Americas’ Development group, which focuses on strategic and critical projects to ensure IHG retains and grows its estate of management contracts and license agreements (together, the “Contracts”). These Contracts are the assets of the company that TAM is charged with managing by maintaining and enhancing the assets’ value to IHG. TAM activities include coordinating efforts to maintain existing Contracts, resolving existing and new Contract issues, driving IHG’s investment in strategic initiatives, working on IHG’s distressed asset portfolio while balancing the needs of internal IHG stakeholders as well as those of owners, third-party managers, lenders and master/special servicers. This role includes supporting due diligence efforts and Contract negotiations, following up on deal particulars, and coordinating deal terms with Brand Management, Regional Operations and Finance.

Essential Duties and Responsibilities – (Key Activities)
Support a large volume of projects simultaneously with various project leaders within a complex matrix organization. These projects may include the following:

• Undertaking initiatives to protect, and enforce IHG’s rights under various Contracts, including efforts to track and retain strategic hotels within the IHG estate.
• Ensuring third-party ownership changes do not cause a change in brand representation for strategic IHG hotels. These efforts include tracking for-sale assets, developing and maintaining excellent broker relationships, sourcing buyers, and facilitating the transaction.
• Working with Development, Brand Management, Quality Evaluation team, Regional Operations, Legal and Finance on appropriate capital investment and business development strategies.
• Identifying value-accretive opportunities within the existing asset base, including rights of first offer and rights of first refusals (“ROFO/ROFR”), and implementing strategies to unlock such value such as leveraging ROFO/ROFR to gain control of transactions.
• Coordinating with various internal groups to provide research and support for presentations. Reviewing the project as appropriate with Legal, Regional Operations, Brand Management, and Development to ensure the presentation appropriately represents IHG’s strategy and objectives.
• Participating in strategic IHG initiatives including investments behind new brand rollouts and investments in target markets to support IHG brand growth.

2. REQUIRED QUALIFICATIONS:

Education -
Bachelor’s Degree in Hotel Administration, Real Estate, Finance or related disciplines or an equivalent combination of education and work-related experience.

Experience -
1-2+ years’ progressive, hotel-focused work experience in real estate, development, acquisitions, feasibility, investment analysis, and/or lending. Exposure to working on hotel real estate projects. Basic knowledge of hotel pro formas and investment analyses.

Technical Skills and Knowledge -
This candidate must be a good communicator, able to work independently, handle a large volume of projects, and think outside of the box to resolve critical and complex problems. Specific skills include:
• Ability to multitask and function within a global organization.
• Ability to support multiple projects and project teams including timely completion of projects and effective communication of results/findings.
• Ability to work independently and with minimal supervision across a global organization.
• Solid analytical and problem solving skills. Proficiency in paying attention to details.
• General understanding of modeling hotel proformas and investment analyses.
• Excellent communication skills including strong writing ability and experience preparing effective PowerPoint presentations.

3. ACCOUNTABILITY:

Number of employees supervised: 0

Annual operating and/or payroll budget: Not applicable

Decision making responsibilities (Key Decision Rights)
• Supporting projects for submission to the Screening and Regional Major Expenditure Committee (SRMEC), Franchise Approval Committee (FAC), Franchise Compliance Committee (FCC), and the Americas’ Regional Operating Committee (ROC).
• Authority to direct and implement asset management and development initiatives.

4. CONTACTS (Key Relationships):

Internal Key Relationships
This position has exposure to the Americas’ Chief Development Officer, Chief Operations Officer, Chief Commercial Officer, Chief Financial Officer, Chief Capital Markets Officer, SVP of Design & Construction,
VP Owner Franchise Services, Midscale and Upscale Developers, VP of Investment Analysis, Regional Operations and the Legal, Finance and Quality/PIP/Design & Plan Review functions.

External Key Relationships
This role has a significant impact on relationships with owners, lenders, special servicers, court-appointed receivers, third-party management companies, brokers, legal firms, appraisal firms, investment banks and third-party capital sources.

5. PHYSICAL REQUIREMENTS:

Work Environment
Majority of work is performed at the Atlanta corporate office. Must be able to travel approximately 20% of the time and available by cell phone and/or email in case of emergency.

The statements in this job description are intended to represent the key duties, essential nature and level of work being performed. They are not intended to be all responsibilities or qualifications of the job.

Revised: 7/30/17