



Position Description

Title: Valuation & Risk Assessment Director

Date: April 28, 2008

Reports To: Chief Operating Officer

Salary Grade:

Department: Asset Management and Policy Development

FSLA Status: Exempt

Direct Reports: None

Completed By: EMP, COO

Position Summary:

Essential position in Asset Management reporting directly to the Chief Operating Officer for Asset Management. The position requires an individual knowledgeable in critical aspects of underwriting, preparation of pro forma and analysis of third party pro forma proposals, loan valuation and restructuring, creating pre- and post-closing term sheets based on proposed or negotiated business terms, review of drafted and documented transactions for consistency with business terms, servicing of transactions, analysis and critical thinking related to financial and market study data and assessment of risks related to proposed transactions and other investments including real estate owned by the agency.

The Valuation & Risk Assessment Director coordinates business activities and promotes cooperation between Asset Management and other departments responsible for real estate development, finance and legal requirements relating to assessment of value, soundness of business terms, transaction documentation and risk.

The Valuation & Risk Assessment Director is responsible for multiple special projects in support of the Chief Operating Officer for Asset Management and, in doing so, is expected to utilize innovation and creativity in developing sound solutions with achievable outcomes.

Essential Duties and Responsibilities:

- Coordinates business activities between Asset Management and other departments responsible for real estate development, finance and legal requirements relating to assessment of value, soundness of business terms, transaction documentation and risk.
- Underwrites and/or reviews underwriting proposals for loan transactions.
- Develops and/or assesses valuations, restructuring plans, long term asset viability and implied asset performance utilizing both proven methods and current trends in business finance.
- Performs tasks related to the analysis of pro forma financial information, term sheet preparation, risk assessments, and trending the value of assets using various resources, methods and indices.
- Responsible for establishing framework for loan and ground lease servicing and associated oversight and management systems.
- Analyzes business-related issues and recommends business solutions that balance AHA's expectations and the business client's needs in order to achieve excellent outcomes.
- Identifies strengths and weaknesses of business proposals and presents recommendations based on analysis of potential outcomes.

- Directs special projects as assigned; develops project plans; identifies and secures resources needed for special projects; supervises activities of contract employees and serves as team leader in achieving expected results.
- Manages special projects and other servicing and transaction-related activities in collaboration with Vice President of Asset Management.
- Performs all other related duties whether assigned or self-directed in order to achieve goals.

Education and Experience:

Master of Business Administration with course studies in real estate, finance and investment banking and five to seven years of experience directly related to the key duties and responsibilities of the position. Prefer candidate with one or more professional certifications in finance, commercial real estate or asset management from accredited organizations.

Knowledge and Skill Requirements:

Successful candidate must have: outstanding relationship management skills with a focus on consensus-building and negotiating; executive level, multi-dimensional communication skills; demonstrated capacity to be a team builder, a team participant and a team leader in all areas related to the position; ability to achieve effective outcomes through collaboration and cooperation; talent for solving problems, making meaningful decisions and taking appropriate action in real time situations whether working with a group or in individual endeavors; critical thinking skills with the ability to grasp abstract concepts and develop them into practical business applications with excellent outcomes; cornerstone knowledge of practical business applications and trends in business finance, investment banking, and commercial real estate; ability to recognize areas of personal improvement and learn new ideas and practices; passion to seek out knowledge and take ownership of outcomes, whether positive or negative; and the energy to succeed.

Working Conditions:

Performs work in general office environment with some local travel. Provides leadership through visibility and interaction with agency staff at all levels of the organization.