



Director of Investment Management - Job Description

Company Summary:

We're innovative. We're customer centric. We're experience focused. We embrace the changing ideal of what and where people call home. We also believe in our formula for success – talented team collaborating with integrity, always executing, always innovating, while transforming neighborhoods and enhancing peoples' lives.

Onyx+East is a full-service home builder including development, construction, marketing, design, and sales – focused on serving clients seeking walkable neighborhoods and homes that make their life more connected and convenient. Headquartered in Indianapolis, Onyx+East is comprised of inspired and industrious individuals who are passionate about active lifestyles, exceptional customer experiences and creating solutions for neighborhoods that positively impact communities.

Job Summary:

The Director of Investment Management will be responsible for sourcing equity, investor relations, and overseeing the company's investments. This role will be responsible for financial and investor reporting, overseeing institutional joint ventures/equity offers, and identifying opportunities to maximize the performance of each investment. The position should identify and implement solutions designed to mitigate risk, enhance the accuracy of the company's reports, and provide strategic direction regarding the company's financial needs and growth goals. The ideal candidate should possess leadership and decision-making abilities that include relationship management, creative problem solving, critical thinking, negotiation, attention to detail, and analytical skills. The position will work with all departments within the company and report directly to the CFO.

Key Job Duties and Responsibilities:

- Lead in identifying, analyzing, raising, and closing on equity sources, including but not limited to both private placements and institutional offerings
- Oversee and manage compliance with multiple related funds, programmatic JV's, private placements, and equity offerings
- Ensure accurate, timely, and professional communication with potential, existing, and past equity sources
- Lead the reporting process for investors/partners for corporate and project investments
- In conjunction with Controller, oversee audit process as required by institutional partnerships
- Monitor and mitigate risk within each portfolio/fund
- Review and analyze project and portfolio financial statements monthly or as needed
- Manage ongoing business plans for projects and portfolios to ensure project financial goals are being met

ONYX+EAST®

- Work closely with construction and property management company to provide direction and oversight of business plans, budgets, forecasts, leases, analysis, and approvals during project planning phases, lease-up and post stabilization
- Create, manage, and track portfolios of real estate as well as individual assets to maximize yields for investors and regularly seek the best risk adjusted returns
- Proactively identify risks and opportunities for project and/or portfolio assets and institute solutions to maximize value
- Manage cash flow, distribution analysis, and investment projections
- Track the development life cycle's financial performance for each asset. Manage coordination of post-acquisition activities and integration of asset into the firm's ownership portfolio
- Create and update finance packages and financial reports for refinances during/after stabilization
- Lead the asset disposition/recapitalization process
- Participate in strategic meetings and provide creative solutions for project and company financing structures
- In conjunction with accounting team, manage internal reporting process (financial, margin, project, compliance, etc.) and communicate to local and senior teams
- Other duties as assigned

Experience and Skill Requirements:

- A bachelor's degree or equivalent, ideally specializing in Finance or Real Estate
- An MBA Degree preferred
- 10+ years of experience in real estate finance and/or capital markets
- Experience raising capital with private and/or institutional parties and full cycle management of those investments is preferred
- Ability to stay focused in a fast-paced, open environment
- Ability to prioritize and manage a busy workload
- Problem analysis
- Stress tolerance

Reports to: CFO