

Battery Park City Authority

A City within a City

The Hugh L. Carey Battery Park City Authority is a New York State public benefit corporation whose mission is to plan, create, coordinate, and sustain a balanced community of commercial, residential, retail, and park space within its designated 92-acre site on the lower west side of Manhattan. There is a recognition that, as development of new parcels is completed, the importance of maintenance within the mission will become more significant.



Come Grow with US!

Great Community!

Great Benefits!

Great Work Culture!

Job Title: Asset Manager
Job Status: Full-time
Department: Finance
Location: 200 Liberty Street New York, NY 10281

POSITION SUMMARY:

This position coordinates the end-to-end asset management function of BPCA, primarily consisting of the enforcement and administration of approximately 45 ground leases and other agreements BPCA holds with the developers of residential, commercial, hotel, and not-for-profit sites on the 92-acre site. These agreements memorialize terms for 30 residential properties (18 condo and 12 rental), eight commercial properties, and two hotels, as well as those for local schools, cultural institutions, a restaurant, and a historic facility currently used to house hospitality space, among others.

200 Liberty Street, 24th floor, New York, NY 10281

www.bpca.ny.gov

Essential Duties:

The Asset Manager acts in a collaborative capacity to coordinate the ongoing activities of multi-disciplinary administrative business units and roles related to the asset management process at BPCA, including administration, budgeting, accounting, billing, revenue collection, maintenance, and management. This position holds primary accountability for the enforcement of ground lessee's obligations under their respective agreement(s) with BPCA, and works with the units responsible for monitoring all obligations to identify lapses in compliance and to address them with the lessee.

The Asset Manager will assist in the onboarding of a new lease management system and bolster policies and procedures to ensure the timely enforcement of lease obligations. They will provide clarity with internal and external stakeholders of the terms of the leases; track and identify obligations and ensure they are met; perform analysis to proactively identify potential risks and any lapse in obligations; and ensure coordination across BPCA in its approach to addressing issues with ground lessees. The Asset Manager would also be responsible for performing other Finance Department-related functions as required.

Education and Experience:

- A minimum of five (5) years of asset management, real estate, project management, law firm, and/or government experience required.
- A bachelor's degree in business, accounting, finance, or a related field required and an MBA preferred, or commensurate experience
- A minimum of five (5) years of experience managing, negotiating, structuring and monitoring commercial real estate leases.
- Juris Doctor from ABA accredited law school and membership in good standing with the New York State Bar a plus.

Skills:

- Excellent verbal and written communication skills, and a demonstrated ability to interact with high level executives and stakeholders.
- Ability to work on multiple projects independently and simultaneously.
- Ability to prioritize a heavy and varied workload, be responsive and timely, and effectively serve the Authority in a collaborative, teamwork oriented manner.
- Strong skills in critical writing and analysis.
- Strong negotiating skills.
- Excellent interpersonal skills and an ability to work interactively with a wide range of internal and external partners.
- Ability to think strategically and proactively evaluate risk factors impacting business decisions.

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