

KILROY REALTY CORPORATION

12200 West Olympic Blvd.,
Suite 200
Los Angeles, CA 90064

Opportunity Description: Asset Manager

Location: Regional Office in San Diego, CA

About Kilroy Realty, L.P.

- Kilroy (NYSE: KRC) is a leading U.S. landlord and developer with approximately 17 million square feet of primarily office and life science space with operations in San Diego, Greater Los Angeles, the San Francisco Bay Area, Greater Seattle and Austin, Texas.
- As pioneers and innovators in the creation of a more sustainable real estate industry, our approach to modern business environments helps drive creativity and productivity for some of the world's leading technology, entertainment, life science and business services companies.
- A big part of the company's foundation is its commitment to enhancing employee growth, satisfaction and wellness while maintaining an inclusive and thriving culture. For the fifth year in a row, the company has been included in the Bloomberg's Gender Equality Index – recognizing companies committed to supporting gender equality through policy development, representation, and transparency.
- We hope you'll decide to join us!

About the Opportunity

This position is directly responsible for the operations and performance of the Class 'A' office/retail/life science properties in San Diego, CA including Del Mar, Little Italy and Liberty Station projects, Additional responsibilities include assisting in the broader leasing duties related to the noted assets. This position reports to the Vice President, Asset Management.

Opportunity Requirements

- 10+ years of experience in the commercial real estate industry with a diverse background covering both leasing Class 'A' office in the region, property operations, and construction.
- Candidate should have operations and asset management experience in Class 'A' office properties on behalf of institutional owners preferred.
- Well organized with attention to detail; follow through with assignments; must possess good verbal and written skills and be able to communicate effectively with employees, tenants, contractors, etc. Must be proficient with financial concepts and applications. Must be self-directed, motivated and creative in problem solving.
- Achieved or be in the process of certification as a Certified Property Manager (CPM) or Real Property Administrator (RPA), a college degree is highly preferable.
- Experience in dealing with municipalities and time spent on public facing committees preferred. Examples include local business improvement district, local chamber of commerce, etc.
- Must have experience in preparing and delivering financial reports, including but not limited to variance reports, forecast reports, operating budget analysis, review of CAM mid-year/reconciliation reporting and be computer literate.

Summary of Responsibilities

The core responsibilities of this position include, but are not limited to the following:

- Develop a strong property management team, with a focus on team building, individual career growth, and succession planning. Provide training, mentoring and leadership to meet company objectives. Implement regular team check ins and meetings, providing support, performance tracking and feed back as needed.
- Foster a positive and inclusive work environment, promoting teamwork, open communication, and a customer-centric approach.
- Responsible for operating and capital budgets, reforecasts, CAM and other reports as required. Review operating budgets for efficiencies and economies of scale, bidding out services as needed with oversight and guidance from VP, Asset Management.
- Monitor capital budget, prepare and submit AFE's as needed and ensure capital projects are completed in a timely and thorough manner.
- Assist the Vice President of Asset Management with leasing efforts, which include leading prospective tenant tours, reviewing negotiated leases, and gathering documentation for lease routing and execution of market ready improvement projects.
- Submit lease renewals and new lease deals in VTS for approval. Monitor VTS and collaborate with brokers to ensure that deals are being updated in a timely manner.
- Perform regular site inspections and be responsible for immediate resolution of issues to ensure properties are maintained to Class 'A' standards.

- Ensure that reports such as the tenant watchlist, sublease tracking report, Stevenson Plans, stacking plans and others are kept up to date as required.
- Monitor options and encumbrances and work with the appropriate leasing team to communicate with tenants as necessary or deliver the appropriate notices when required.
- Direct property management team to prepare and analyze recurring variance reports, providing support and guidance as needed.
- Oversee the management teams monitoring of tenant security deposits and letters of credit to ensure lease compliance.
- Responsible for tenant retention, including regular visits and communication with key tenant contacts. Guide the property management teams in organizing tenant outreach and events as appropriate to optimize tenant experience at all properties.
- Partner with the Kilroy Construction Department on tenant improvements, alterations, and base building improvements being performed at each property.
- Ensure all properties are compliant with applicable code requirements and teams conduct regular inspections, FLS training and drills as required.
- On an as needed basis, work with Kilroy Development team to provide insight, expertise, and support on any development projects or repositioning projects within perspective portfolio. Direct property management team to prepare and analyze recurring variance reports, providing support and guidance as needed.
- Guide property management team to ensure accounts payables are submitted per the AP procedures and closed in a timely manner. Provide final review and approval as required.
- Guide property management team to ensure rents are collected in a timely fashion and any delinquencies are addressed appropriately. Additional responsibilities include monitoring of tenant security deposits and letters of credit to ensure lease compliance.
- Work with the Kilroy Legal Department in the preparation of vendor contracts and tenant leases and license agreements.
- Meet with the Vice President, Asset Management to review and report progress on all outstanding and ongoing tasks, projects, and property issues. Report issues requiring immediate attention in a timely manner.
- Partner with office and retail leasing teams to provide support on leasing efforts, tenant retention efforts, and execution of market ready improvement projects.
- Work to monitor information provide for the San Diego Regional Security Operations Center (RSOC), which is based at One Paseo Office. Work with SD Asset Manager liaison for RSOC and the VP of Security and Safety to ensure the oversight of perspective projects and the information provided by the PM teams is current and accurate.
- Provide support to Parking Lead on parking oversight, budgeting and initiatives. Work with lead to provide periodic updates on general parking operations, revenue performance, and capital

improvement projects. Generally responsible for monitoring outside parking revenue opportunities and maximizing parking revenue at each property.

- Other duties as assigned.

What we offer

At Kilroy, base pay is one part of our total compensation package and is determined within a range. This provides the opportunity to progress as you grow and develop within the role. The base pay range for this role is between \$165,000 and \$173,000 and your base pay will depend on your skills, experience and training, knowledge, licensure and certifications, and other business and organizational needs. It is not typical for an individual to be hired at or near the top of the range for their role and compensation decisions are dependent on the facts and circumstances of each case. This role is eligible for an annual discretionary bonus as well.

Our comprehensive group health benefits program is built around your total health and provides employees and their families with care and coverage designed to help you thrive. Our health and wellness program offerings include medical, dental, vision, with FSA, HSA options, Group Life & Disability, LTD coverage and much more. Ancillary programs include a retirement savings plan with a competitive employer match, employee support programs like our parental leave coaching program, wellness, and commuter benefits, just to name a few. We invite you to visit our website at www.kilroyrealty.com to learn more.

How To Apply Please submit resumes to HumanResources@Kilroyrealty.com. Please include the position title in the subject line. No phone calls, please. EEO/AA/M/F/Vet/Disability Employer.