

Chief Operating Officer

About Us:

Crystal View Capital is a premier private equity firm specializing in commercial real estate and asset management. With a robust portfolio and a strategic focus on long-term value creation, we are dedicated to providing our investors with exceptional returns. Our dynamic team thrives on innovation, integrity, and the relentless pursuit of excellence.

Role Overview:

The COO will be a critical member of the executive team, responsible for shaping and executing the operational strategy to drive efficiency and maximize asset value. This role demands a leader with deep expertise in private equity fund management, commercial real estate and asset management, capable of overseeing complex operations and fostering a culture of excellence.

Key Responsibilities:

Strategic Operations Management:

- Develop and implement operational strategies that align with the firm's long-term goals and investment strategies.
- Lead the operational integration of new acquisitions, ensuring seamless transitions and optimized performance.
- Establish key performance indicators (KPIs) to measure and drive operational success, and regularly review performance against these metrics.

Asset Management Oversight:

- Oversee the management of the firm's real estate portfolio, including acquisition, development, leasing, and disposition of assets.
- Implement best practices for asset management, including property maintenance, tenant relations, and capital improvements.
- Coordinate with asset managers and other key stakeholders to enhance asset performance and achieve targeted financial returns.

Financial Performance:

- Direct the budgeting and forecasting processes, ensuring alignment with strategic objectives and financial targets.
- Monitor financial performance of assets and operations, providing actionable insights and recommendations for improvement.
- Manage financial reporting, ensuring accuracy and compliance with industry standards and regulatory requirements.

Leadership and Team Development:

- Build and lead a high-performing operations team, setting clear objectives and fostering a collaborative work environment.
- Identify talent needs and oversee recruitment, training, and professional development initiatives to build organizational capability.
- Promote a culture of accountability, innovation, and continuous improvement within the operations team.

Regulatory Compliance and Risk Management:

- Ensure compliance with all relevant regulatory requirements and industry standards, including local, state, and federal regulations.
- Develop and implement risk management strategies to identify, assess, and mitigate operational and financial risks.
- Establish and maintain robust internal controls and procedures to safeguard the firm's assets and reputation.

Fund Management and Capital Raising:

- Oversee the management of existing investment funds, ensuring alignment with the firm's strategic objectives and investor expectations.

- Collaborate with the investment team to structure new funds and investment vehicles, tailoring them to market opportunities and investor demand.
- Lead capital raising efforts, including the development of investor relations strategies and the execution of fundraising campaigns.
- Build and maintain relationships with institutional investors, high-net-worth individuals, and other capital sources, ensuring ongoing engagement and satisfaction.
- Ensure transparent and effective communication with investors, including regular updates on fund performance, strategy, and market conditions.
- Drive the development of marketing materials, presentations, and other collateral to support capital raising and investor relations efforts.

Stakeholder Relations:

- Build and maintain strong relationships with investors, partners, and key stakeholders, ensuring effective communication and alignment with strategic objectives.
- Represent the firm in industry forums and conferences, enhancing the firm's visibility and reputation in the commercial real estate sector.
- Address and resolve stakeholder concerns and issues, ensuring high levels of satisfaction and engagement.

Qualifications:

- Bachelor's degree in Business Administration, Finance, Real Estate, or a related discipline; an MBA or advanced degree is highly desirable.
- Proven track record of at least 10 years in a senior operational role within the private equity/ commercial real estate sector, with significant experience in asset management and fund management.
- Demonstrated leadership success in managing complex real estate portfolios and driving operational efficiencies.
- Extensive experience in capital raising and investor relations, with a proven ability to attract and manage significant capital commitments.
- Strong strategic vision with exceptional problem-solving and decision-making capabilities.
- Outstanding leadership, communication, and interpersonal skills, with the ability to inspire and manage diverse teams.
- Deep understanding of regulatory frameworks and compliance requirements within the industry.
- Advanced financial acumen, with experience in financial planning, analysis, and reporting.
- Ability to thrive in a high-stakes, fast-paced environment while maintaining a focus on long-term strategic objectives.

What We Offer:

- Competitive compensation package depending on experience, including base salary and performance incentives.
- Comprehensive benefits, including PTO, holiday pay, health, dental, and vision insurance
- Opportunities for professional growth and career advancement within a prestigious firm.
- A dynamic and collaborative work environment that values innovation and excellence.
- The chance to influence the strategic direction of a leading private equity firm.