



SEABOARD

HOSPITALITY

Experts in coastal comfort

Vice President, Development & Facilities

OVERVIEW

The Vice President of Development & Facilities (VPDF) is responsible for the capital improvements to, renovation and expansion of, and overall maintenance of properties that make up the portfolio of hotels owned and operated by the principals of Simpler & Sons, LLC, d/b/a Seaboard Hospitality (the Company or Seaboard). The VPDF is also expected to coordinate Seaboard's efforts in identifying and evaluating new hotel opportunities.

The Company currently manages three hotels in Rehoboth and Dewey Beach, Delaware, and a fourth hotel in Nags Head, North Carolina. A collection of vintage cottages located in Rehoboth Beach, is scheduled to open in two phases in 2021 and 2022, and a fifth hotel property located in Cocoa Beach, Florida, is to be added to the portfolio in 2023/24. The Company's 10-year business plan calls for a major expansion, renovation, or acquisition every year between 2021 and 2030.

The VPDF reports directly to the President of Seaboard and is part of the Company's senior executive team. This position has direct oversight over the Company's Director of Facilities, who in turn works with each of Seaboard's Delaware hotel General Managers (GMs) to coordinate a central team of maintenance personnel for daily repairs, routine maintenance, and scheduled services. Properties outside of Delaware are staffed with a local engineer and maintenance team that carry out comparable functions under the direction of the property's GM.

This position requires leadership, management, vision, and strategic thinking to ensure that Seaboard has the proper personnel, plans, processes, and procedures to achieve high levels of guest satisfaction through superb maintenance and thoughtful design of each of its managed properties.

ESSENTIAL FUNCTIONS

The essential functions of this position are broken out into three principal areas described below. In addition to these core functions, the VPDF participates as a team player with other senior Company officials in such supporting roles as may be required from time to time at the direction of the President.

- I. Property Maintenance & Capital Planning (“Care for Existing Plants”)
 - Scheduling & Budgeting**
 - Work with Director of Facilities and GMs to create schedules for each hotel for both routine maintenance and repairs and third-party services that recur throughout the year as well as multi-year, lifetime replacement cycles for equipment, significant systems, and other major building components.
 - Approve annual budgets for each hotel for costs associated with all scheduled repairs and develop multi-year budgets for capital improvements, including reasonable reserves for unanticipated costs and amounts in excess of estimates.
 - Engagement & Approval of Third-Party Vendors**
 - Assist Director of Facilities and GMs with the development of relationships with, and creation of lists for each hotel of, approved third-party vendors for routine and/or recurring facility services, emergency repairs, and minor capital improvements at each hotel property.
 - Approve RFPs, proposals, and contracts with third party vendors for modest capital projects and minor renovations overseen by the Director of Facilities and/or GMs.
 - Personnel & Policies**
 - On request, assist the Director of Facilities and/or GMs with the recruitment and selection of maintenance personnel, structure of wage and benefits packages appropriate to local markets, and optimal staffing and scheduling for in-season and off-season maintenance needs.
 - Work with the Director of Facilities and GMs across all properties to develop uniform, best-in-class on-boarding and training modules for all maintenance personnel.

- II. Project Evaluation & Management (“Manage New Projects”)
 - Estimation & Concept Preparation**
 - Develop a range of internal estimates for costs of significant capital projects, major renovations, and material expansions of hotel properties using unit costs and/or general pricing information.
 - Work with the Chairman and/or President to gather initial information (e.g., local building and zoning codes), engage third party experts (e.g., surveyors and engineers), and assemble business cases for conceptual projects.
 - Projection & Design Development**

- Refine initial estimates into more robust projections for hard and soft costs associated with approved concepts, and coordinate with VP, Operations and VP, Finance to formulate ROI analyses.
- Work with the President and Chairman to review site plans, architectural drawings, and interior designs for approved concepts.

Execution & Project Oversight

- Review and approve construction budgets, draw requests, and third-party expenses associated with approved projects.
- Work with the President to coordinate the workflow of contractors, architects, and designers in connection with approved projects.

III. Business Development & Acquisitions (“Grow Our Footprint”)

Sourcing & Identification

- Cultivate a broad, but dedicated network of hotel and commercial property brokers, familiarizing them with our brand and educating them on our market niche.
- Develop and execute targeted, direct outreach campaigns to property owners identified as prospective acquisition opportunities.

Evaluating & Valuation

- Design and implement a quick screening process to effectively and efficiently identify opportunities within our core parameters.
- Work with the VP, Finance and VP, Operations to model financial performance and determine a reasonable price range for acquisition targets.
- Conduct on-site due diligence to assess the physical condition of targeted properties and estimate both required and desirable capital improvements.

Bidding & Consummation

- Support all members of the Seaboard team in preparation of a financial model, bid price, and letter of intent and/or response to invitation to bid.
- Assist with the completion of due diligence and coordination of all pre-closing conditions for hotel acquisitions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Prospective applicants for the position of VPDF must possess the following knowledge, skills, and abilities:

- Extensive knowledge of practices and methodologies for commercial construction and the ability to discern costs and benefits of alternative building options.
- Advanced knowledge of the principal systems involved in building maintenance and life-cycle replacement.
- Knowledge of construction estimation techniques and sources for reliable pricing data.

- Excellent communication skills, both verbal and written.
- Strong organizational skills to balance and juggle competing priorities and projects while meeting deadlines.
- Advanced skills working in Excel spreadsheets to create budgets and build models to forecast project costs.
- Skill in the use of PowerPoint or other presentation software to design presentations for targeted stakeholders.
- Skill in the use of scheduling and/or workflow software to build calendars that are shared with a variety of project participants.
- Ability to manage complex construction projects and coordinate the actions of the various independent parties involved.
- Ability to coordinate due diligence regarding land and/or building acquisitions and ascertain reasonable property valuations.
- Ability to support the management, training, and motivation of a workforce that is distributed across multiple properties with local supervision.
- Ability to work constructively with others in a collaborative, team environment.
- Ability to speak, read, write, and understand the primary language(s) used in the workplace.

QUALIFICATION STANDARDS

Education

Bachelor's Degree required, preferably in Business Administration, Construction Administration, or Hotel Administration.

Experience

Minimum of ten years of work experience in fields involving the Essential Functions and/or requiring the Knowledge, Skills and Abilities set out above.

PHYSICAL DEMANDS

The VPDF position involves working in an office environment, in the field at hotel properties, and travel to and from locations as necessary. This includes commuting via automobile to and from off-site meetings and may include air travel. Length of time of these tasks may vary from week-to-week and task-to-task. A candidate must be able to:

- Sit at a desk for up to 6 hours per day and walk or stand the rest of the working day.
- Exercise the finger dexterity necessary to operate office equipment such as computers, printers, multi-line touch tone phones, FAX machines and photocopiers

and the manual dexterity to use all common forms of writing instruments and operate all other office equipment.

- Undertake modest physical activity as needed, lifting up to 25 lbs. occasionally and pushing and pulling carts and equipment in excess of 100 lbs. in an emergency.
- Demonstrate average or above average auditory and visual faculties.

COMPENSATION

- **Salary**

Annualized amount to be negotiated based on experience, paid bi-weekly. Employee is entitled to pay for time off due to designated holidays, sickness and vacation of up to three weeks per annum.

- **Bonus**

This position is eligible for a bonus of up to 15% of annual salary based on both Employee's and the Company's attainment of goals and metrics during the course of the calendar year.

- **Health Stipend**

In lieu of a company-sponsored health plan, the Company will pay Employee \$1,000 per month as a health stipend. This amount is paid in equal installments as part of Employee's bi-weekly compensation.

- **Benefits**

The Company sponsors a voluntary 401(k) savings plan with a match of up to 3% of salary for which this position is eligible to participate after three months of service. The Company does not offer other fringe benefits.

OTHER MATERIAL TERMS OF EMPLOYMENT

Employment is at will. Activities, duties, and responsibilities of this position may change from time to time as determined by the Company.

While the Company's corporate headquarters are located in Rehoboth Beach, this position may be eligible for a flexible or hybrid schedule, allowing a portion of work to be conducted from home or otherwise remotely.

All costs of travel to any location other than the Company's principal office or its current or prospective managed properties in Rehoboth Beach and Dewey Beach will be reimbursed within ten days of receipt of submission of receipts for such expenditures.

The successful candidate will be expected to enter into a non-competition and non-solicitation agreement with the Company.

Seaboard is an Equal Opportunity Employer, providing equal opportunity for employment without regard to race, color, national origin, religion, sex, age, marital status or disability.



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Seaboard manages independent, top-rated hotels in coastal destinations.

vision Our vision is to develop, own, and operate a collection of premier, individually distinctive resort properties that spans the Atlantic Coast.

mission We create special places for guests to stay and enjoy.

values A common set of principles guides us at all of our locations:

- Caring service that is friendly and efficient
- Thoughtfully designed spaces that are impeccably clean and superbly maintained
- Valued amenities that are of high quality and authentic to our venues