

ROLE: Senior Associate, Multifamily Acquisitions & Asset Management
LOCATION: Greater Boston, MA

FIRM OVERVIEW:

Our Client is a family-owned real estate firm with local roots dating back over 120 years which has grown dramatically under the newest generation of leadership which has transformed it into a modern and active real estate investment and development company. Their interests span acquisition and development, private lending and property management on behalf of the family as well as a diversified investor base of high net worth investors, family offices and institutional partners. They own and manage an approximately 3 million square foot portfolio of commercial and residential properties concentrated in Southern New England. In addition to investing in properties, the firm invests in long-term relationships with trusted associates, lenders, brokers, tenants, and investors. Paramount to the firm is its excellent team which has increased its depth and expertise over the past 5 years, growth that was necessitated by current activities underway.

This firm is built upon a foundation of entrepreneurialism and at this time, it is intentionally focusing on middle market multifamily acquisition and development opportunities. This candidate will work alongside the firm's principals and play an integral role in the execution of the growth strategy for this line of business. It is expected that this associate will work both on sourcing new acquisitions as well as asset managing recently acquired properties.

ROLE OVERVIEW:

- The candidate will serve as the primary investment team member responsible for executing a strategic, hands-on asset management approach within a portfolio of new and existing value-add multifamily assets within the Boston metro area.
- The ideal candidate will have experience operating within an entrepreneurial firm. The candidate should be comfortable taking a leadership role on Asset Management decisions yet will easily function as part of a collaborative team.
- In addition to focusing on the asset management of owned assets, the candidate will actively participate in the acquisition of new investment opportunities.
- In supporting Acquisitions activities, the candidate will complete rigorous investment analysis and support the President throughout the entire closing and onboarding process.
- This role reports directly to the President and collaborates internally with the Asset Management, Development, Property Management, Leasing Administration and Finance/Accounting professionals.

ROLE RESPONSIBILITIES:

Asset Management:

- Create and execute strategic and annual business plans for both newly acquired assets and existing assets, with support of the President and investment team.
- Create and manage the annual budget for each asset, including assets under development, with the day-to-day support of the property management team.
- Develop and manage sophisticated financial models to support asset management decisions and asset performance with ownership
- Collaborate and interface directly with on-site Property Management teams.
- Assist in the preparation of monthly, quarterly, and annual lender and investor reports and presentations.

- Assist in performing refinancing analyses, quarterly valuations, leasing NPV/NER, and other ad hoc requirements.
- Maintain a working knowledge of portfolio leases, loan documents, partnership agreements, and other agreements to assist with general Asset Management responsibilities.
- Participate in the strategic decision-making process of an expanding multifamily platform.
- Actively participate in the disposition process of assets.

Acquisitions:

- Assist in the underwriting and due diligence of potential acquisitions.
- Assist in the structuring, capitalization, and closing of investments and refinancing.
- Conduct market research and due diligence on a variety of potential transactions
- Prepare and present offering memorandum for new investments with the President.
- Responsible for special projects as delegated by the President on an on-going as needed basis.

QUALIFICATIONS:

- Bachelor's degree with proven academic track record. Degree focus within real estate, finance, accounting, or economics preferred.
- 7+ years of experience working in commercial real estate finance in an acquisitions or asset management role required, preferably with significant multifamily experience.

SKILLS AND COMPETENCIES REQUIRED:

- Ability to execute asset management decisions and projects demonstrated through directly relevant prior experience.
- Excellent interpersonal and communication skills.
- Self-starter attracted by the opportunity to grow a business.
- Ability to execute in a fast-paced environment.
- Creative and strategic problem solver.
- Ability to improve and maintain systems of reporting and investment process.
- Proven exceptional analytical skills - detailed, questioning, probing and thorough.
- Excellent computer skills:
 - High level of competency with Word and Excel
 - Knowledge of Argus and other real estate-based software
 - Knowledge of graphics package (PowerPoint) desirable
- Able to work as part of a team and manage competing priorities - an ability to prioritize and handle multiple tasks concurrently and comfortably is a must.
- A strong commitment to follow-through on tasks undertaken.
- A high comfort level in dealing with people from all aspects of the real estate industry.