

MBA Program Job Description

Development Business Associate



Oversee all aspects of financial modeling/underwriting of prospective investments, including coordination of due diligence, lease analysis, dispositions and fund contributions, responding to Request for Proposals, inputting and updating project information in the *ELITE* system and presenting/preparing financials and approval packages to the Investment Committee. Position reports to Senior Development Manager, Vice President, Principal, or Managing Director.

ACCOUNTABILITIES

May be responsible for one or more of the following:

- Sourcing new acquisition opportunities and new investment sponsors by cultivating and maintaining relationships (e.g., design consultants, legal professionals, brokers and trade organizations)
- Preparing and analyzing financial statements, budgets and leases for prospective and existing development projects through the creation of discounted cash flow models used for acquisitions and dispositions
- Negotiating contracts, environmental, structural, credit/financing, survey and title review, tenant credit and interviews, expense and income analysis
- Managing closing statement preparation and physical assets in the underwriting and due diligence process
- Maintaining proficiency on submarkets by collecting, reviewing and verifying market information supporting assumptions used in financial projections, including: rental rates, vacancy rates, historic absorption rates, cap rates, current and future competition, demographic statistics, leasing information and other local market data as necessary
- Reviewing, commenting and tracking all external consultant due diligence reports
- Participating in the preparation of investment documents by summarizing potential acquisitions and dispositions for Investment Committee approval and subsequent closing of deals
- Coordinating with Property Management on requirements including operating expenses, real estate taxes, parking income and expenses, and other management issues that could affect development
- Coordinating with Investment Sales / Capital Markets on the marketing and sale of completed projects
- Maintaining interface with external clients, capital partners, investors, lenders and internal business units, ensuring fast response time for all prospective developments and third party sponsors

MINIMUM REQUIREMENTS

- MBA degree in business, finance, real estate or equivalent to appropriate 2-year MBA program
- 2+ years experience in commercial real estate or investment banking with strong financial orientation
- Excellent proficiency with Excel, Argus and other appropriate analytical and marketing software
- Ability to define problems, work with mathematical concepts/data, establish facts and draw valid conclusions
- Strong verbal/written communication and presentation skills/ Proven record of providing excellent internal and external customer service