



GREENBERG GIBBONS

Job Description

TITLE: Vice President, Acquisitions

LOCATION: Annapolis, MD

SUPERVISOR: Eric Walter, EVP & Chief Investment Officer

THE ORGANIZATION: Greenberg Gibbons Commercial (GGC) is a privately held commercial real estate developer. Founded over 50 years ago, GGC is one of the largest and most prestigious private real estate companies in the Mid-Atlantic region having developed and managed over 5.5M square feet. GGC's portfolio includes award-winning town centers, shopping centers and mixed-use properties. GGC is committed to continued growth throughout the Mid-Atlantic and Southeast U.S. through development, acquisitions and joint ventures. For more information on the company, visit us at www.ggcommercial.com.

PURPOSE OF THE POSITION: GGC is seeking a Vice President of Acquisitions to work from its Annapolis, MD office. The VP will lead the company's growth in the Mid-Atlantic and Southeast U.S. as it expands its portfolio of shopping centers. The VP will be expected to source, underwrite and present deals to the Investment Committee that meet the Company's growth strategy and will be responsible for contract negotiations, due diligence, and seeing the acquisition process through to successful closing and transitioning to asset management. This person will supervise an investment analyst, ensuring thorough and accurate underwriting, market evaluation and due diligence. The position will report to the Chief Investment Officer and will work closely with the Investment Committee including the CEO and COO.

DUTIES & RESPONSIBILITIES

Requirements:

- BS/BA degree.
- 5-7 years shopping center acquisitions and underwriting experience.
- Exceptional understanding of retail real estate fundamentals, retail growth trends, competitive market dynamics, financial returns and capital structures.
- Advanced MS Excel and Argus skills and strong attention to detail.
- Excellent knowledge of the Mid-Atlantic and Southeast shopping center markets.
- Excellent verbal and written communication and negotiation skills.
- Need a self-starter with an extensive network to acquire off-market and marketed deals.
- The ability to work inter-departmentally with a team of in-house and third-party professionals.
- This position will require significant travel and time out of the office.
- Ability to maintain confidentiality and display good judgment.
- Ability to communicate with brokers, lenders, sellers, legal counsel, investors and colleagues in a courteous and professional manner.

Responsibilities will include, but are not limited to:

- Source retail shopping center opportunities via existing relationships with sellers and brokers.
- Cultivate relationships with and an extensive database of brokers throughout the Mid-Atlantic and Southeast U.S. to secure acquisition opportunities.
- Develop with the Investment Committee a standard process for deal underwriting, investment return metrics & presentation.

- Schedule, lead and manage weekly Investment Committee meetings, and ad-hoc meetings as necessary.
- Maintain a database of marketed and transacted deals so that GGC may reference data in the future.
- Prepare LOI's, deal correspondence, internal updates, and work closely with General Counsel to negotiate and execute purchase agreements.
- Manage the market evaluation process, including conducting market studies, evaluating tenant performance and growth plans and property tours including local and overnight travel.
- Oversee the preparation of financial models and deal underwriting including financing and cash flow waterfalls ensuring consistency across all acquisitions and properties.
- Manage the due diligence process including organizing, reviewing and analyzing due diligence information including tenant leases, third party reports, historical operating statements and market information.
- Manage the closing process ensuring a smooth transition to Accounting & Asset Management.
- Assist Investor Relations, Finance & Accounting departments in interactions with and analyses for investors, lenders, and auditors.
- Supervise, coach and train GGC's in-house acquisitions investment analyst.

This is an exciting opportunity to work with a stable, well-established and growing company. Greenberg Gibbons is an equal opportunity employer.

Qualified candidates may send cover letter, resume and salary requirements in MS Word or PDF format to: Kendra Chaudry, Executive Assistant to Eric Walter, Chief Investment Officer, kchaudry@ggcommercial.com.