



JOB OPPORTUNITY

Position: Associate Director of Investments – Flex Industrial Team

The Associate Director of Investments will report directly to the President and will play a key role in the execution of Greenberg Gibbons' Flex Industrial business. This comprehensive role will perform a variety of capital market and financial functions for the business including underwriting, market analysis, due diligence, closings, on-boarding new properties and assisting with construction and permanent debt financings and acquisitions. In addition, the Associate Director of Investments will have portfolio management responsibilities. In this capacity, the individual will collaborate with the asset management and accounting teams to perform property level financial analysis, reporting, waterfalls and various forecasts, such as operating business forecasting, capital forecasting and the re-forecasting of properties and the portfolio.

Key Responsibilities:

Investment Analysis Responsibilities:

- Provide direct assistance to the Acquisitions Team and will report directly to the President of GGP
- Prepare LOI's, deal correspondence, internal updates, etc.
- Lead underwriting of new development and investment opportunities under various scenarios, including hold-period analysis using Excel and Argus valuation models.
- Analyze various financial information including offering memorandums, market competition, CoStar research.
- Prepare and package financial models for investment committee review. Financial models will include levered and unlevered cash on cash returns, levered and unlevered internal rates of return and sensitivity analyses.
- Support property debt origination and incorporate debt schedules and assumptions into individual asset and portfolio level analyses.
- Prepare and maintain organized files of various market and investment data and materials for annual business planning.
- Maintain a share file of acquisition files by state, city, and property.
- Coordinate with the construction and development team on underwriting for development and project level capital improvements.
- Perform financial due diligence and market research to validate underwriting assumptions and competitive market analysis with GGP leasing team.

Due Diligence Responsibilities:

- Coordinate the due diligence process by preparing due diligence budgets, reviewing and securing third party reports, and reviewing all financial due diligence.
- Perform market research and analysis by identifying competing properties, development parcels, traffic counts, education attainment, economic drivers, market growth or decline, defined trade areas, rent comps and market vacancy.



- Portfolio Management Responsibilities:

- Maintain and prepare financial models including fund level waterfalls, investor returns, levered and unlevered cash on cash returns, levered and unlevered internal rates of return and equity multiples.
- Assist with investor presentations using Power Point including portfolio level financial and performance metrics.
- Perform portfolio financial and asset management functions including property level financial analysis, budgets, forecasts, valuations, hold/sell analysis, involvement with third-party leasing and operations, and capital forecasting.

Qualifications and Requirements:

- Desire to work in a fast-paced, high-growth, entrepreneurial environment, with strong organizational skills and ability to grow quickly.
- Can-do attitude, demonstrates high character, integrity and professionalism and operates with the highest ethical standards.
- Strong financial critical thinking, verbal, writing and reading comprehension skills.
- Prior experience in commercial real estate finance and discounted cash flow modeling.
- Proficient with Excel (ARGUS modeling helpful).
- Understanding of joint venture structures using preferred returns and waterfalls.
- Capable of staying organized, while prioritizing and managing multiple projects simultaneously.
- Ability to interface and communicate effectively with investors, sellers, brokers, capital partners, lenders, internal departments and senior management.
- Strong attention to detail.
- A background in accounting.
- Curiosity in anticipating future trends and assessing the impact on our business.

Company: Greenberg Gibbons Properties, Leader in Flex Industrial Development

Greenberg Gibbons Properties (GGP) is a privately held, Annapolis-based Commercial Real Estate Company. GGP is focused on delivering an institutional-grade portfolio of Class A Flex Industrial business parks throughout the Southeastern United States. GGP has an additional office in Charlotte, NC to accommodate the high-growth status of the firm's construction/development pipeline in the Carolinas. The company is committed to continued growth through acquisitions, joint ventures, development, and re-development. GGP's parent company, Greenberg Gibbons Commercial, was founded 53 years ago and is one of the largest private real estate companies in the Mid-Atlantic region with over \$1B in retail/mixed-use oriented assets and has developed over 12M Square Feet through that period of time. **For more information visit:** Industrial Team www.GreenbergGibbonsProperties.com | Retail Mixed-Use Team www.GGCommercial.com

Qualified candidates may send cover letter, resume and salary requirements in MS Word format to:
Alex Laperouse, President at: alaperouse@ggcommercial.com