

**BLAZE PARTNERS
JOB DESCRIPTION**

POSITION: Investment Associate
LOCATION: Charleston, SC

FLSA STATUS: FT Exempt
DATE: October 2018

JOB SUMMARY:

Supports the Company's multifamily acquisition and asset management functions through investment and capital sourcing, market research, financial analysis and underwriting of investment opportunities, due diligence and transaction coordination, ongoing financial analysis and asset performance reporting, and assistance in strategic Company initiatives.

RESPONSIBILITIES:

- Sourcing of investment opportunities and capital partner relationships including debt and equity partners
- Ongoing industry and market research to help inform Company's investment decisions
- Detailed financial modeling and analysis of potential investment opportunities, preparation of income and expense projections, and capital budget preparations
- Preparation of investment presentations and memos related to new investments, financing/refinancing, execution, and disposition recommendations
- Due diligence coordination, tracking, and analysis in addition to transaction and closing assistance
- Assistance in business plan preparation, annual asset budgeting processes, and asset revaluations
- Ongoing asset performance analysis and reporting for internal and external purposes related to the execution of the owned portfolio
- Regular communication with industry participants including investment partners, lenders, brokers, property management companies, contractors, and investment partners
- Adhoc projects or initiatives to support the Company's various initiatives
- Travel required

QUALIFICATIONS:

Education and Experience:

- Bachelor's degree or higher from an accredited institution in finance, economics, accounting or related major
- MBA or CFA designation highly preferred
- Three or more years of experience in real estate, finance, accounting or a related industry; multifamily investment, development, or management experience highly preferred
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong financial modeling abilities in Excel
- Expert level proficiency in Microsoft Word, Excel, and Powerpoint
- Exceptional written and verbal communication including the ability to lead presentations and conference calls
- Strong quantitative and analytical abilities
- Dynamic interpersonal skills in order to establish and maintain productive relationships
- Excellent organizational, time-management, and project management skills in order to effectively track, report, and manage multiple projects
- The ability to meet deadlines and accomplish work in order of priority while maintaining composure and effectiveness under pressure and changing conditions
- Self-motivation, leadership, teamwork and collaboration
- Detail oriented, logical, and methodical approach to problem solving

Working Conditions:

- Responsibilities may require an adjusted work schedule, travel, and evening/weekend hours in order to meet deadlines or attend special events
- Ability to travel