

**BLAZE PARTNERS  
JOB DESCRIPTION**

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**POSITION: Investment Director**  
**LOCATION: Charleston, SC**

**FLSA STATUS: FT Exempt**  
**DATE: October 2018**

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**JOB SUMMARY:**

Supports the Company's multifamily acquisition and asset management functions through investment and capital sourcing, management of acquisition/financing/disposition processes, asset performance execution and oversight, relationship management, and active involvement in strategic Company initiatives.

**RESPONSIBILITIES:**

- Ongoing industry and market research/dialogue with industry participants to help inform Company's investment focus and operational execution strategies
- Sourcing of investment opportunities and capital partner relationships including debt and equity partners
- Acquisition, financing, and disposition recommendations including the preparation of supporting materials and analysis
- Management and execution of the acquisition, financing, due diligence, and closing process in coordination with internal teams, capital partners, and external third parties
- Development of asset business plans including property management selection, annual budgeting and capital renovation plans
- Business plan execution including operational oversight, capital renovation oversight, annual budget process management, asset revaluations, and hold/sell analysis and recommendations
- Coordination of equity and debt capital partners to include ongoing communication, reporting, and analysis
- Ongoing asset performance analysis and reporting for internal and external purposes related to the execution of the owned portfolio
- Business development and relationship management 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
- Seven years or more of real estate experience; 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:**

- Exceptional written and verbal communication including the ability to lead presentations, conference calls, and interact with industry participants
- Management and supervisory experience
- 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