



DEPARTMENT/LOCATION: Real Estate Development - Dallas

JOB TITLE: Associate, Development and Acquisitions

FLSA STATUS: Exempt

REPORTS TO: Senior Vice President, Development and Acquisitions

SUPERVISES: NO

DATE: 7/19/2018

POSITION SUMMARY

The future Associate will support the development and acquisition activities of Cypress and its affiliates. The candidate will be responsible for financial modeling, market research and other ad hoc analyses in support of new and existing retail or mixed-use opportunities across the United States.

ESSENTIAL DUTIES

The position will work with all levels in the organization including the Chief Operating Officer, Managing Directors, and Senior Vice Presidents with deal screening, underwriting, due diligence, and the future asset management of various investments. Additional responsibilities will include, but are not limited to:

- Developing detailed and accurate financial models for prospective projects
- Reviewing and abstracting leases, development agreements, contracts, and LOI's
- Assisting senior management in the preparation of investment memorandums and presentations for various third parties
- Creating complex, excel-based valuations in support of acquisition and development activities, stressing property and joint venture performance
- Cultivating relationships with brokers, investors, and other third parties in order to drive business and create new opportunities
- Conducting regular comparisons to budget and evaluating the impact of potential lease transactions and capital improvements

EDUCATION & EXPERIENCE

- Two to five years of hands on experience in commercial real estate, preferably in an institutional environment.
- Bachelor's degree in accounting, finance or real estate
- Experience in value add acquisitions or ground-up development
- Previous experience with Argus Enterprise
- Strong financial modeling/spreadsheet capability

SKILLS AND COMPETENCIES

- High energy, ambitious self-starter
- Exceptional organizational and interpersonal skills with a preference for working in a fast-paced environment, operating at times on a broad scope with little detailed direction
- Exceptional capacity to deliver in written and spoken word compelling arguments and viewpoints
- Desire and aptitude for coaching and mentoring interns as well as new team members

CERTIFICATES, LICENSES AND REGISTRATIONS

N/A

NO AGENCIES. NO PHONE CALLS.
SUBMIT RESUMES TO CAREERS@CYPRESSEQUITIES.COM
EOE