



### **Job Description – Associate, Investments (Multifamily Real Estate)**

White Oak Partners is a growing multifamily real estate investment firm with over \$2.4B AUM. We are looking for an **Associate** to join our growing Investments team. This position will primarily be responsible for contributing to the Acquisitions and Investments team in the research and analysis of Real Estate investments.

#### **Essential Duties**

- Financial modeling
- Conduct detailed market analysis
- Gather information to support investment committee, potential investors, and potential debt partners
- Research and analyze data including demographics, property details, sub-markets, rent and sales comps, and broader market area data and market specifics
- Assist in creating investment summaries and property reports for presentation to the investors
- Assist in maintaining internal company reports
- Assist in communicating and interacting with third parties
- Assist in other duties and projects as they arise

#### **Acquisitions**

- Contribute to the acquisitions team in evaluating potential multifamily real estate acquisition opportunities
- Conduct analysis of target real estate acquisitions
- Create and maintain financial models
- Site visits

#### **Underwriting**

- Assist in underwriting/modeling new multifamily acquisition opportunities
- Participate in due diligence and overall transaction support; assist in resolving diligence related issues
- Model various co-investment structures

#### **Minimum Requirements**

- Bachelor's Degree required
- Minimum of 1-2 years of relevant experience
- Analytic mindset
- Advanced experience with financial analysis and modeling
- Strong project management skills, with the ability to manage multiple projects and meet deadlines
- Self-starter and can work well with limited direction
- Excellent written and verbal and communication skills
- Ability to operate with a high degree of flexibility and to adapt to changing demands
- Advanced computer skills including Microsoft Excel and Power Point
- Strong attention to detail
- Some travel may be required

*Note: Nothing in this job description restricts the right for management to assign or reassign duties and responsibilities to this job at any time.*