



Rotational Internship - Summer 2023

Sterling Organization invites upcoming graduates to apply to participate in our rotational summer internship program, which allows students to rotate through various departments within the organization. At the start of the internship, interns will provide their departmental preferences. Interns can work alongside Sterling's employees in the following departments: Investments, Capital Markets, Leasing, Property Management and Marketing.

During the intern's rotations, one will learn to do the following company functions in various departments:

Investments

- Underwrite core and value-add retail real estate investments by forecasting cash flows and projecting IRR & Equity Multiples.
- Conduct due diligence on awarded acquisitions.
- Manage an investment pipeline of acquisition targets.
- Understand retail leases with regards to tenant control rights and expense reimbursements and other key provisions.
- Communicate with real estate brokers & corporate counterparts.

Capital Markets

- Capitalize a commercial real estate asset based on various investment strategies
- Differentiate distinct types of loans and their structures.
- Analyze a loan term sheet.
- Identify and analyze financial metrics for loan underwriting.
- Communicate with financial lenders.

Leasing

- Identify new tenants by physically & digitally canvassing for leads.
- Abstract a lease.
- Develop a merchandising plan.
- Identify and explain CAM reimbursement methods.
- Perform void analysis.
- Perform a credit analysis on prospective tenants.
- Create a market study and SWOT analysis.
- Prepare, review, and negotiate an LOI.

Property Management

- Operate complex multi-tenant shopping centers and mixed-use properties.
- Develop relationships with contractors and tenants.
- Collect rent and enforce late fees and/or default notices for delinquencies
- Efficiently execute property maintenance while minimizing operating expenses.
- Obtain bids from, negotiate with, and supervise outside vendors.
- Prepare and analyze property level budgets and explain variances.
- Identify and implement new ancillary income initiatives.
- Review/Interpret leases.

Marketing

- Create marketing assets, site plans, brochures, social media and email marketing campaigns using a variety of software.
- Create legal exhibits for lease execution.



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- Develop creative materials for property signage, events and promotions.
- Order, maintain, and edit property photography and drone footage.
- Maintain and edit a website.
- Plan and execute property events.
- Review vendor contracts.
- Generate ancillary income opportunities