

Title: Intern – Asset Management / Finance

Reports to: Financial Analyst

Approximate Dates: June 7 through August 20, 2021

Location: Fort Worth, Texas

Compensation: \$ 12/hour

Research Overview

Ideal candidate would be a student of (finance, real estate, marketing) and have a desire to develop within the real estate industry. Candidate should be enthusiastic and have a high energy level. Candidate should desire a flexible work environment and be willing to help out wherever needed. Candidate must have proficient Excel, Word, PowerPoint and internet research skills.

Specific Areas of responsibility would include:

- Perform and coordinate site due diligence.
- Assisting with the securing of entitlements.
- Prospective markets research and review.
- Preparation of marketing materials.
- Financial analysis including preparation of “what if” scenarios.
- Master planning / public subsidy coordination.
- Coordination of fund reporting to capital partners.
- Assisting in creation of ranking system based on relative value.
- Cultivating consultant network.
- Helping identify market opportunities.

Qualifications:

- College student or relevant experience.
- Real estate experience a plus.
- Candidate must be enthusiastic, intelligent, creative, flexible, have a great attitude, have strong technical aptitude and a desire to understand the real estate process.
- Must have reliable transportation & their own personal laptop that can be used to work remote if necessary.
- Ability to work under pressure and coordinate numerous activities for a variety of people.
- Strong interpersonal, oral and written communications skills required.
- Strong executive presence required.