

**Title:** Intern – Research & Development

**Reports to:** Vice President – IT/Research

**Approximate Dates:** June 7 through August 20, 2021

**Location:** Fort Worth, Texas

**Compensation:** \$ 12/hour

---

**Overview**

Ideal candidate would be a Sophomore or Junior student pursuing a (finance, real estate, marketing) degree 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 assist wherever needed. Candidate must have proficient Excel, Word, PowerPoint and internet research skills.

**Specific Areas of responsibility would include:**

- Preparation of marketing materials.
- Financial analysis including preparation of “what if” scenarios.
- Maintain development feasibility checklist & monitor progress.
- Conduct property specific Due Diligence on potential sites including tax records, zoning, entitlement, ownership, traffic, access, etc.
- Run basic demographic and VOID Analysis reports.
- Organize due diligence findings in a format that can be distributed (including working on Due Diligence binders).
- Manage a comprehensive list of potential development opportunities and sites.
- Running basic and advanced research reports on demand.
- Managing data for various research databases.
- Other special projects as directed by development partner.

**Qualifications:**

- College degree candidate (finance degree preferred).
- Real estate experience is 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.
- Attention to detail is essential.
- 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.
- Proficient in Microsoft Excel, Word, PowerPoint, and internet research.