



Job Description: Associate

About Lift Partners (www.liftrp.com)

Lift Partners ("Lift") is a full-service real estate investment company focused on the adaptive re-use and repositioning of industrial and office properties. Lift concentrates primarily on value-add, infill opportunities and opportunistic development along the West Coast. Our expertise is bringing the necessary skills through brokerage relationships, construction and market knowledge and thoughtful execution to create value for our investors.

Founded in January 2015, Lift provides asset management, leasing services and development and construction management services for its investments on behalf of Lift Real Estate Partners Fund I and Fund II, which total \$250M+ in discretionary funds. Lift's portfolio to date has included \$500M+ in value add investments, \$75M+ of construction projects and 2M+ SF of assets in Bay Area, Seattle & Southern California.

About the Position

Lift is seeking a highly motivated, well organized Associate to join its rapidly growing team of entrepreneurial real estate professionals. The position will work directly with senior management in all phases of the company's business. The primary role will be creating and running financial models, creating and updating investment memorandum and taking responsibility for internal and external reporting. The new team member will be involved in all aspects of the business, including new acquisitions, asset management, debt financing, construction draws and investor relations. There is tremendous room for merit-based growth for an individual looking to develop industry skills and experience in an expanding platform.

Lift is a flat organization that allows team members the opportunity to pitch in on all aspects of the business, providing them the experience of taking projects from start to finish.

Primary Responsibilities and Objectives

- Oversee the acquisition and disposition process, including models, due diligence, internal memorandum and offering materials. Associate will be expected to take direct responsibility for transaction execution.
- Create and manage financial models for acquisitions, financing, construction draws, new lease analysis, and investor reporting utilizing both Argus and Excel models.
- Create investment committee memoranda and make presentations and recommendations to Investment Committee.
- Create and manage corporate and portfolio models detailing available cash and distributions.
- Oversee required monthly, quarterly and annual reporting to Lift's investors and lenders.

Qualifications, Skills & Attributes

- A Bachelor's Degree is required.
- 2 to 5 years' experience working in real estate with experience running Argus Enterprise and utilizing excel based models.
- Must be comfortable working with Excel models and calculating industry standard financial metrics (i.e. IRR's, equity multiples, etc). Experience with joint venture models and distribution waterfalls preferred.
- Proficient in Microsoft Office utilizing Excel, Word and PowerPoint.
- Excellent analytical, interpersonal, writing and communication skills with the ability to multi-task and a strong desire to learn and succeed. Comfortable learning new things and figuring out new responsibilities.
- Strong work ethic, enthusiastic, proactive, well organized and mature. Attention to detail on work product.



- Periodic travel required along the West Coast to Seattle and Southern California with majority focus on the Bay Area. Office location to be in San Francisco with local travel throughout the Bay Area.
- Ability to work in a fast-paced, self-directed, entrepreneurial environment.
- Must maintain a professional image with brokers, investors and Lift's executive team.

Additional Information

Lift offers competitive salaries, benefits package and attractive bonus incentive opportunities. If you are interested in becoming an integral part of a growing, entrepreneurial, team-oriented, and dynamic organization where your contributions will be recognized and rewarded, please submit a cover letter and resume to:

Michael Murray: murray@liftrp.com

Lift Partners is an equal opportunity employer. www.liftrp.com