

Investment Fund Manager Job Description

Duties and Responsibilities:

- Assess the key risks, weaknesses, and strengths of a transaction
- Analyze and reconcile deal information in Microsoft Excel models, including rent rolls and operating statements
- Carry out research on demographic information and market
- Carry out research and analysis of operating expenses, such as real estate tax methodology and estimates
- Perform joint venture partners' experience and financial strength analysis
- Perform economic investment return and capital structure analysis
- Conduct site visits as required
- Receive and organize due diligence materials from clients
- Revise joint-venture partnership agreements and project loan documents for material business terms
- Supervise the closing process with both internal and external groups (such as developer attorneys, and partners)
- Initiate and manage conference calls with the partners
- Create and present investment summaries to the Investment Committee for approval, including charts, narrative descriptions, and graphs and tables, with proper illustration of important aspects of the investment proposal
- May help in designing preliminary deal screening summaries to enhance deal origination activity
- Communicate and coordinate partner expectations all through the underwriting process under the direction of the Director and Vice President, applying proactive and positive attitude that will ensure repeat origination opportunities
- Ensure regular update of deal underwriting progress to the Vice President and Director, including due diligence review, process checklist review, issue identification, and transaction timing

- Develop and maintain excellent working relationships with relevant operators in the real estate sector.

Investment Fund Manager Requirements – Skills, Knowledge, and Abilities

- Possess BA/BS in Real Estate, Finance, Business, Urban Planning, or in a related field; Master's degree may be an advantage
- Experience in real estate underwriting may be preferred
- Experience of 3-5+ years in multifamily real estate investment
- Solid knowledge of the dynamics of apartment market in both urban and suburban locations, as well as good knowledge of industry policies relating to multifamily and affordable housing, programs, and issues
- Profound skills in Microsoft Excel modeling
- Ability to produce reports and correspondence by applying excellent writing and editing skills
- Excellent interpersonal and verbal communication skills to effectively represent company to all stakeholders, and to be effective in a collaborative team environment
- Ability to adapt to varying situations, display professionalism, composure, diplomacy, and flexibility
- Strong ability to give attention to detail while maintaining focus on the big picture
- Proven ability to handle multiple tasks simultaneously and effectively in a fast paced work setting and meeting project deadlines
- Highly motivated individual with profound ability to organize functions, work independently when necessary, and solve problems
- Exceptional individual with strong ethics and high integrity record
- To prove your suitability for this position, most employers may require you to pass certain [pre-employment tests](#).