



## **VICE PRESIDENT**

### **HIGHLAND REALTY CAPITAL**

Highland Realty Capital is a boutique real estate investment banking firm with offices in San Francisco and Los Angeles. Highland takes a highly dedicated and thorough approach to the business of sourcing capital for its clients. The principals have raised in excess of \$6 Billion in debt, equity, and mezzanine capital for all sorts of real estate transaction and property types throughout the western United States. <http://highlandrc.com/>

### **JOB DESCRIPTION**

The position is focused on the deal execution side of the commercial real estate finance business. The Vice President will underwrite potential investment opportunities, prepare financing memorandums, communicate deal points to investors and lenders, and oversee the closing of transactions. In addition to deal-centric work, the Vice President will also research new capital sources, prepare marketing materials, and assist in the day-to-day operations of the firm.

### **MAIN RESPONSIBILITIES**

- Underwrite debt and equity transactions in Microsoft Excel
- Prepare financing memorandums for distribution to potential investors
- Market investment opportunities on behalf of Highland's Clients
- Manage the due diligence/closing process
- Assist in the preparation of firm marketing materials including print brochures, web content, and e-mail marketing content
- Assist in the origination of new business
- Attend networking events, meetings, conferences, site visits, and other work-related functions
- Input data related to the capital markets and grow/refine Highland's proprietary database
- Other duties as assigned

### **PREFERRED EXPERIENCE**

- Bachelor's Degree in finance, accounting, economics, or related discipline
- 3-7 years of experience in financial analysis, lending, or private equity; mortgage or commercial real estate sector experience will be highly valued
- Strong writing skills; experience compiling investment or credit summaries
- Strong analytical skills; experience working in Excel-based financial models is critical

### **TECHNICAL SKILLS**

- Required:
  - Microsoft Excel, Word, PowerPoint, and Outlook
  - Adobe PDF
- Desired:
  - Microsoft CRM
  - ARGUS
  - Adobe InDesign

Interested candidates please email Brett Mlinarich at [brett@highlandrc.com](mailto:brett@highlandrc.com). Include your full name in the subject line, your resume, and a brief summary of your qualifications in the body of the email.