



Job Description: Analyst

About Lift Partners (www.liftrp.com)

Lift Partners 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 and construction management services for its investments on behalf of Lift Partners Fund I, a \$102M discretionary fund, Lift Partners Fund II, a \$152M discretionary fund, and its joint-venture partners. Lift's portfolio to date has included \$350M+ in value-add investments, \$75M+ of construction projects and 1.5M+ SF of assets in the Bay Area, Seattle & Southern California.

About the Position

Lift Partners ("Lift") is seeking a highly motivated, well organized Analyst 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 Analyst's primary role will be creating and running financial models across Lift's investments including new acquisitions, asset management, debt financing, construction draws and investor reporting. There is tremendous room for merit-based growth for the right individual looking to further develop industry skills and related experience long term within an expanding platform.

Lift is a flat organization that allows team members the opportunity to pitch in and step up on all aspects of the business, providing them the experience of taking projects from start to finish. This role is an opportunity to be the team's utility player helping out where needed while gaining exposure related to Lift's business and performing other auxiliary duties and assignments.

Primary Responsibilities and Objectives

- Create and run financial models on Lift's acquisitions, asset management, construction monthly draws, financing, dispositions and investor reporting utilizing both Argus and Excel models.
- Oversee required monthly, quarterly and annual reporting to Lift's investors and lenders.
- Create investment committee memos and offering books on Lift's acquisitions.
- Assist in due diligence of potential new acquisitions including site visits, market research, and lease analysis.

Qualifications, Skills & Attributes

- A Bachelor's Degree is required.
- 1 to 2 years of experience working as an analyst, intern or other entry level real estate position 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 primarily creating Lift's investment committee memorandums and joint venture offering books on acquisitions.
- 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 seeking 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.

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- 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 packages 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 resume to:

Will Gilkeson – will@liftrp.com

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