

## **The Roxborough Group – Associate Job Description**

A rapidly growing real estate private equity firm is seeking a talented Associate with institutional-quality professional skills and a strong entrepreneurial spirit to join our team in San Francisco. The Associate will be responsible for financial modeling and analysis, market and property research, due diligence, internal memos, investor reporting and asset management.

The Roxborough Group is a privately held real estate private equity firm headquartered in San Francisco and founded in 2013. Roxborough primarily focuses on opportunistic and value add real estate investments and investments in real estate related operating businesses. Roxborough has recently launched Fund II and this position provides an opportunity to play a critical role in the underwriting and execution of new investment opportunities as well as helping manage existing assets.

To succeed in the role, the candidate must be self-motivated, ambitious, organized, and have strong time management skills. We are looking for a candidate who can drive multiple tasks with competing priorities. We strive to provide a collaborative professional environment where each employee is encouraged and expected to contribute to our processes, decisions, planning, and culture.

### **Primary Job Duties:**

- Build and develop financial models across a wide range of property types and investment profiles
- Perform macro and property specific research relating to specific deals and broader investment strategies
- Create investment memoranda and other presentation materials for prospective acquisitions
- Communicate and collaborate with various partners, brokers, lenders, and other third parties
- Analyze financial data of existing properties and prospective acquisitions
- Travel to markets and perform market and deal specific research
- Perform investment due diligence
- Support fund raising and marketing initiatives
- Mentor Analyst in financial analysis and underwriting

### **Requirements:**

- 2-4 years of experience; real estate finance and/or investing is strongly preferred
- Exceptional financial modeling skills
- Outstanding business writing skills
- Advanced working knowledge of Excel, ARGUS, and Power Point
- Strong communication and interpersonal skills

We offer a competitive compensation package including vacation, medical, dental, and vision benefits.

Interested candidates: Please email Charlie Neville at [cneville@roxboroughgp.com](mailto:cneville@roxboroughgp.com)