



Vertical Bridge Job Description

Job Title:	Real Estate Development Junior Analyst	Date:	8/14/2020
Department:	RE Development	Location:	Boca Raton
Reports To:	Vice President RE Development	FLSA Status:	Exempt

Summary:

The Real Estate Development Junior Analyst is responsible for all business development activities in the marketing, reviewing, analyzing, and negotiating of third-party rooftop and tower properties.

Job Functions:

1. Lead and participate in the third-party acquisition rooftop and tower program including all business development materials and workflow systems
2. Initiate conversion of third-party leads of rooftop and tower ground leases to structured payout or lump sum payment with landlord's through phone, email, and mail campaigns.
3. Negotiate and secure purchase agreements of a perpetual easement with third-party landlords
4. Coordinate the process to ensure that all documents are received and processed prior to closing
5. Assist with integration of acquisitions with Asset Management and Finance departments
6. Maintain and build Salesforce database for tracking all third-party landlords and ensure database is shared with other RE Dev team members and M&A to ensure consistent communications between departments
7. Assist with the implementation of process improvements of the third-party workflow and gather feedback from internal VB departments
8. Coordinate with internal VB departments to ensure adequate information regarding acquisitions is provided on a timely basis
9. Assist the Vice President of Real Estate Development on special projects and other duties as assigned

These job functions are representative of tasks accomplished by incumbents. The list is not exhaustive; incumbents perform other job-related tasks.

Supervisory Responsibilities:

None

Working Conditions and Physical Demands:

Position will work directly from the corporate office in Boca Raton FL

Education and Experience:

1. Four-year college degree required, preferably in Business or other related fields
2. One – two years' experience with telemarketing of business services or in leisure industries is preferred
3. Prior experience working with Salesforce or similar database management systems preferred
4. Proficient user of MS Office suite products and user of MS Excel
5. Strong written and oral and telecommunication skills, including the ability to present ideas and suggestions clearly and effectively over the phone and to work with internal and external customers
6. Self-motivated individual with a proven track record to deliver results with minimal direction
7. Effective in an entrepreneurial culture, working independently and as part of a team

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