



Vertical Bridge Job Description

Job Title:	Rooftop Acquisition Analyst	Date:	08/23/22
Department:	M&A	Location:	Boca Raton
Reports To:	Senior Manager Real Estate Development	FLSA Status:	Exempt

Summary:

The Rooftop Acquisition Analyst is responsible for all business development activities in the marketing, reviewing, analyzing, and negotiating of all rooftop acquisitions on third party assets. This position is responsible for lead generation and prospecting new territories across the U.S. This is a performance-based position for a highly motivated individual.

Job Functions:

1. Negotiate and secure purchase agreements of a perpetual easement with landlords
1. Proactively source new leads and integrate them into Salesforce
2. Prepare presentations and present the approval of rooftop acquisitions to investment committee
3. Manage and build the rooftop opportunities including all business development materials and workflow systems
4. Initiate conversion of leases to structured payout or lump sum payment with landlords through phone, email, and mail
5. Manage the process to ensure all documents are received and processed prior to closing
6. Manage integration of acquisitions with M&A integration and diligence teams
7. Manage and build Salesforce database for tracking all landlords to ensure consistent communications within and between departments
8. Manage the implementation of process improvements of the sales workflow and gather feedback from internal VB departments
9. Coordinate with internal VB departments to ensure adequate information regarding acquisitions is provided on a timely basis

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 in the corporate office located in Boca Raton, FL.

Education and Experience:

1. Four-year degree required, preferably in Business or another related field
2. Two years prior sales experience preferred
3. Two years prior acquisition experience preferred
4. Prior experience working with Salesforce or similar database management system preferred
5. Proficient user of MS Office suite products and expert user of MS Excel
6. Strong written and oral communication skills, including the ability to present ideas and suggestions clearly and effectively and to work with internal and external customers
7. Effective in an entrepreneurial culture, working independently and as part of a team

Vertical Bridge is committed to a policy of equal employment and will not discriminate against an applicant or employee. Vertical Bridge is an Equal Employment Opportunity Employer M/F/D/V.

Any offer of employment by Vertical Bridge is contingent on proof of COVID-19 vaccination by showing a COVID-19 Vaccination Record Card, immediately initiating the vaccination process, or requesting an exemption based on a qualifying medical condition or sincerely held religious belief.