



230 W. 41ST STREET, SUITE 1103 NEW YORK, NY 10036 / (212) 460-8601

## **JOB DESCRIPTION**

### **Associate**

#### **Summary**

U3 Advisors (U3A) is a nationally recognized consulting practice with offices in New York, Philadelphia, and Boston that provides real estate and economic development solutions to the institutions that anchor our communities. We are proud to serve as development managers, advisors, and strategists to a wide and diverse range of mission-driven clients. Current clients include Cornell University, Columbia University, Princeton University, Drexel University, Mississippi State University, the University of Chicago, Lafayette College, Manhattan College, the University of Maryland, and many others. For more information about our firm and clients, visit [u3advisors.com](http://u3advisors.com).

#### **Our Work**

At any given time, U3A has 25-40 ongoing projects, affording team members the opportunity to participate in various areas of real estate and economic development consulting and take on multiple client-facing roles. These may include serving as virtual staff to universities seeking to develop new campuses, facilities, and research parks; creating new entities to lead neighborhood economic development and engagement strategies; helping clients to monetize real estate assets and select development partners; assisting real estate developers to respond to Requests for Proposals for government-owned land, structure public/private partnerships, and navigate public approval processes; developing long-term strategic real estate plans for a portfolio of property; and helping clients make a variety of real property-related and place making decisions.

#### **Position Details**

The Associate, based in the New York City office, will work with senior staff providing project management, research, financial, and analytic support for a wide range of clients and assignments. The Associate will be assigned to multiple projects out of both our Philadelphia and New York offices which are likely to include management of specific real estate transactions; analysis of leases and other real estate assets;

formulation of development proposals, including pro forma analysis and transaction structures; financial analysis, including sources and uses of funds, projected cash flows and returns analysis, etc.; project management support of facilities and master planning projects, including management of consultants, budgets, and contracts; development of Requests for Proposals, analysis of responses, and participation in developer or consultant selection process; and research support for a wide variety of client engagements. The Associate will have significant client contact and, depending on ability, may take lead responsibility for specific projects or clients. In addition, the Associate will participate in preparing proposals and other marketing efforts on behalf of the firm.

**Responsibilities include:**

- : Prepare financial analyses including pro formas, development budgets, operating cash flows, valuations, occupancy cost analyses, and other real estate financial modeling;
- : Synthesize this analysis to provide optimal solutions for clients that balance their mission goals and financial feasibility;
- : Coordinate and schedule project team meetings, prepare agendas and meeting minutes, and follow up on assignments;
- : Prepare project work plans, budgets, and schedules;
- : Coordinate and provide support to project team members, including design and construction professionals, attorneys, financial advisors, and planning consultants;
- : Conduct research on best practices, current market trends, real estate comparables;
- : Assist in the development of Requests for Proposals (RFPs) on behalf of clients; analysis and reporting of responses; participation in developer or consultant selection process;
- : Prepare PowerPoint presentations, reports, memos and other materials for current clients;
- : Assist in business development including drafting proposals, development of responses to RFPs for consulting services, and preparation of marketing materials for prospective clients.

## **Job Requirements**

- : The ideal candidate will have a minimum of 3-5 years of work experience, in real estate, economic development, consulting, planning, or a related field. Previous work experience should demonstrate strong analytical skills, preferably in a real estate context.
- : Graduate degree, ideally in business administration, real estate, urban planning, economics, finance, or a related field.
- : Demonstrated interest in and commitment to real estate development, particularly in regards to nonprofit institutions and public/private development.
- : Strong critical and analytical thinker; fluency in real estate finance and command of Microsoft Excel.
- : Self-motivated; ability to execute tasks independently with minimal instruction.
- : Excellent interpersonal skills and professional demeanor, especially when communicating with clients; an ability to actively listen to clients and teammates.
- : High proficiency in organizational and time management.
- : Fluency in Microsoft PowerPoint, Word, and Excel.
- : Ability to contribute to and mesh with a collegial company culture, to work with grace under pressure and to thrive in a fast-paced entrepreneurial environment.

## **Salary & Benefits**

U3A offers a competitive compensation package, including salary, the opportunity to earn a bonus, and a generous employee benefits package. Salary and bonus reviews are conducted annually. The starting salary for this position will be commensurate with experience. U3A provides the following benefits:

- : Medical and Insurance: 100% employer-paid medical, dental, and vision care insurance, life insurance, and long-term disability; up to ten paid days of sick/medical leave per calendar year
- : Vacation: four weeks' paid time off (PTO) per calendar year; nine paid federal holidays.
- : Retirement: optional self-funded 401(k) plan with employer match up to 4% of salary, eligible after one year of employment.

## **To Apply**

Please email a resume and cover letter, to [jobs@u3advisors.com](mailto:jobs@u3advisors.com).