



February 19, 2024

**Company and Role Overview:**

A Southern California-based owner, operator, and developer of residential properties is seeking an Associate Director to join and assist their Acquisition and Development teams.

Waterford Property Company is an owner-driven diversified real estate investment and development company whose principals have an established history in land development and entitlements as well as acquisitions and repositioning of commercial and multifamily properties. The company has collectively acquired or managed over \$2.8 Billion in real estate projects. Waterford prides itself on its ability to plan/build/reposition unique real estate projects that meet or exceed the needs and desires of local stakeholders while maximizing the risk-adjusted returns for our investors.

The Associate Director will be focused on all business lines within the Firm. The ideal candidate has a bachelor's degree in addition to at least 5-7 years of experience, preferably within an institutional real estate fund or an institutionally backed sponsor. The Associate Director will be reporting directly to John Drachman, the firm's Co-Founder.

**Position Summary:**

- Independently lead and prepare financial models, projections, and analyses on prospective property acquisition and development opportunities including market analysis, lease analysis, budget creation, project scope, and return on investment modeling.
- Underwrite prospective affordable, middle-income, and market rate multifamily acquisitions and developments in Excel.
- Produce deal evaluations for internal review and participate with principals in meetings to consider potential acquisition and development opportunities.
- Research market data/demographics including interfacing with brokers to obtain comparable lease and sales information as well as debt capital market insights. Research and analyze benchmark economic activity in target markets by tracking rents, sales, operating costs, competitive supply, and economic expansion activity.
- Provide support on all aspects of the development process, beginning with entitlement through construction completion.
- Participate and Lead Due Diligence and Closing efforts – order third party reports, maintain effective communication with vendor contacts, ensure dates and scopes are clear, track due diligence receipt, review and sign-off.
- Produce marketing materials and presentations to current and prospective institutional investors and lenders. Lead preparation of internal and external presentations.



- Assist in evaluating the overall performance of existing assets through underwriting and working with the Asset Management team.
- Work on special projects as assigned.

**Qualifications:**

- Bachelor's degree required with a concentration in real estate, finance, business, or accounting.
- At least 5-7 years of professional experience working within an institutional real estate fund or an institutionally backed sponsor is preferred.
- Well-versed in Microsoft Office Suite with an emphasis on Excel, Word, and PowerPoint.
- Outstanding proficiency in creating financial models for real estate financial analysis using Excel and Argus, including knowledge of advanced Excel functions and ability to create joint venture waterfalls. Excellent writing skills and investment memorandum preparation.
- Strong analytical, quantitative, and communication skills. Demonstrable understanding of financial statements, use of comparative data and financial forecasting is required.
- Ability to work in a challenging, fast-paced environment and manage multiple projects at the same time including travel on an as-need basis. Accuracy and attention to detail is critical.
- Strong project management skills, purposeful, with ability to prioritize and manage multiple tasks with flexibility.
- Willing to question assumptions, demonstrated passion for continuing education, and have a strong interest in the built environment. Integrity and collaboration are key.



**Compensation/Location/Timing:**

- Competitive Salary with Bonus potential
- Healthcare Benefits will be offered.
- Hours: M-F 8am to 5pm
- Location: Work will take place in our Newport Beach office with small opportunities for Hybrid work
- Timing: Immediate

For Inquiries, please send your resume to [info@waterfordco.com](mailto:info@waterfordco.com)

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