



Associate Director, Saint Francis Group

Summary Job Description

1 August 2017

General Description

Opportunity for a person with high levels of motivation, intelligence and integrity to assist our high-growth group with analysis, planning, repositioning and development of complicated, catalytic real estate projects for our account as well as our private and public sector clients

Roles and Responsibilities

- ❖ Encouraged to prospect, solicit, service, and grow to lead client relationships
- ❖ Lead or assist with real estate financial analysis for projects, including building pro forma models in Microsoft Excel
- ❖ Lead or assist with physical aspects of real estate: design, construction, zoning, etc.
- ❖ Lead or assist with transactional aspects of real estate: negotiation, sales, legal, etc.
- ❖ Lead or assist with generation of analysis, reports, and agenda for clients
- ❖ Manage and advance ongoing client relationships in the private, public, and non-profit sectors
- ❖ Lead or assist with presentation of reports in internal, private, and public meetings
- ❖ Integrate individual output in areas of specialty into our team's holistic, thoughtful work product which develops real estate solutions for clients or our implementation

Attributes Necessary

- ❖ Works efficiently and reliably both as an individual and as part of team(s)
- ❖ Solid work ethic -- willing to do "whatever it takes" and generally available off-hours
- ❖ Completion -- understands that 98% finished is not finished
- ❖ Has an authentic, strong desire for self-improvement and professional growth
- ❖ Creativity, vision, and tenacity in approach to complicated problems which involve some combination of economics, markets, finance, politics, policy, and real estate
- ❖ A clear communicator and presenter (written and oral) and active, accurate listener
- ❖ Demonstrates individual initiative and independent competence
- ❖ Has a "get it done" personality, and is an efficient consumer of direction
- ❖ Proficient and curious user of technology infrastructure, hardware and software
- ❖ Good natured, humble, collaborative, responsive "people person" who enjoys others
- ❖ At least three years of experience in real estate development or a related field preferred

Miscellaneous

Title:	Associate Director, Saint Francis Group
Base Compensation:	Commensurate with experience, paid monthly in arrears
Bonus Opportunity:	To be determined, commensurate with individual performance and corporate results
Start Date:	As soon as possible, to be mutually agreed
Office Hours:	Generally 8:30-5:30 Monday-Friday, or otherwise agreed
Off-time availability:	Evening work and events often necessary Membership in professional, civic, charitable, and other organizations is encouraged to generally advance Saint Francis Group's relationships, recognition, expertise, and specific business opportunities as well as promote community good. Evening/weekend phone/email responsiveness will be necessary often.
Health Benefits:	Standard Saint Francis Group health insurance coverage available, currently provided by Humana.
Vacation:	Two weeks paid vacation, non-accruing, subject to general reason in consideration of aggregate contributions to the business.
Personal/sick time:	Generally available as needed, subject to appropriate professional standards and aggregate contributions to the business, determined in the discretion of supervisor.
Holidays:	Generally observed Federal holidays, Christmas, etc.
Parking:	Provided by St. Francis Group or reimbursed up to \$140/mo. Not cash exchangeable.
Phone/Data:	Provided by St. Francis Group or reimbursed up to \$100/mo. Not cash exchangeable.
Mileage:	Local mileage not reimbursable; long-distance mileage reimbursed at Federal rate as agreed in advance.
Contact:	Jeff McElravy, Managing Director jmcelravy@saintfrancisgrp.com