

Asset Management Intern

Program Summary

This immersive internship program is structured to provide a foundational overview of four areas of real estate (Asset Management, Finance, Property Accounting, and Property Management), with a concentration in one of these four areas. This strategic design enables participants to focus on their area of interest while obtaining a broad understanding of how their division collaborates with and supports the other areas. This is a summer internship. As an intern, this individual will have “temporary employment” status and will not receive any of the company benefits that full-time employees receive, including, but not limited to, health insurance, paid time off, paid holidays, or participation in the company’s 401(k) plan.

Position Summary

The Asset Management Intern will evaluate asset performance and utilize financial models to find opportunities to maximize asset value. This candidate must have strong analytical skills and enjoy working in a team environment.

Job Responsibilities (responsibilities may include but are not limited to the following)

- Utilize financial models for existing real estate assets in order to analyze past results, forecast future performance, and recommend actions for optimization
- Assist with summary reports for executive leadership, lenders, and investors
- Perform market research to develop a strong understanding of the projects and their respective markets
- Assist in managing in place loans and tracking lender requirements, debt compliance, and upcoming loan maturities
- Collaborate with in-house departments, including Property Management, Accounting, Legal, Commercial Leasing, and Treasury Management
- Assist in the planning for short-term and long-term capital needs by performing site tours with key stakeholders
- Assist in the monthly and quarterly distribution process by reviewing operating agreements and ensuring compliance with investment waterfalls
- Work on special projects and perform other duties as assigned

Performance Objectives (objectives may include but are not limited to the following)

- Keep informed of industry trends and how such trends may impact Crawford Hoying portfolio
- Effectively interact with in-house departments
- Willingness to learn a variety of concepts, practices, and procedures
- Strategic approach to problem-solving and troubleshooting

Preferred Knowledge, Skills, and Experience

- Coursework in finance, real estate, or a related field
- An entrepreneurial mindset and a self-starter attitude with a high level of intellectual curiosity
- Excellent interpersonal and communication skills
- Ability to multitask in a deadline-sensitive environment
- Strong attention to detail
- Proficiency in Microsoft Excel
- Familiarity with fundamental accounting and finance concepts, especially as they pertain to real estate and private equity; previous coursework in accounting and finance a plus

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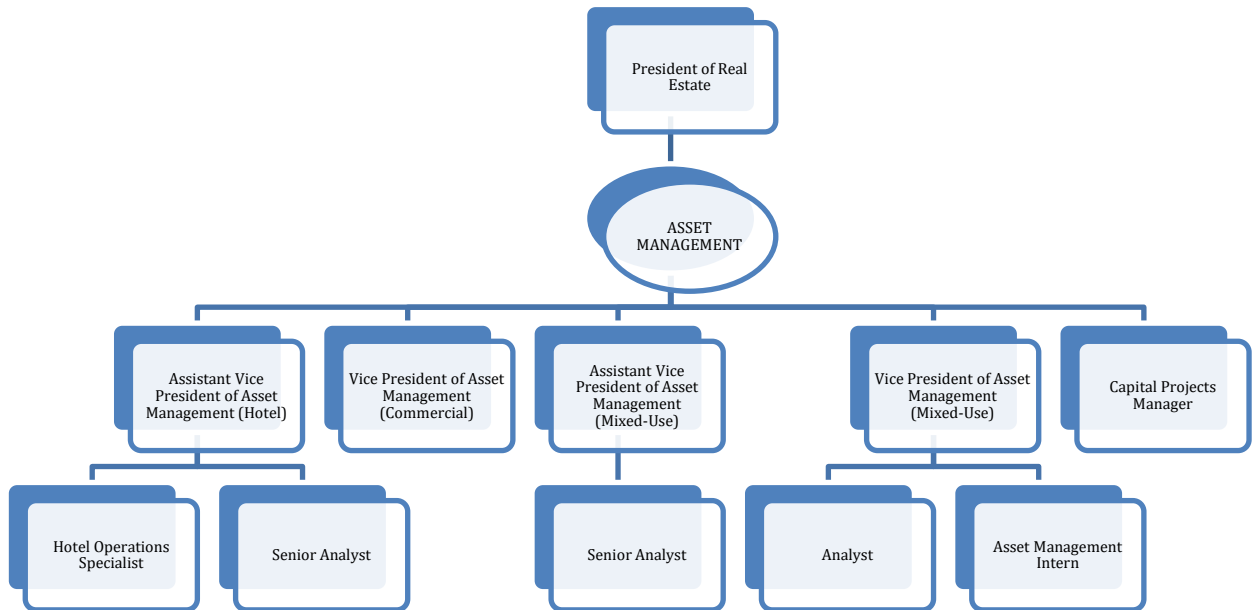
www.crawfordhoying.com

Work Environment

The Asset Management Intern works at the corporate office and regularly interfaces with internal customers.

Reporting Structure

The Asset Management Intern reports to the Vice President of Asset Management (Mixed-Use).

**Physical Requirements**

The candidate's physical condition must be sufficient for the consistent and successful completion of the responsibilities defined for this position. This position frequently requires standing, walking, sitting, reaching with hands and arms, and lifting up to twenty-five pounds.

**If you are interested in applying for this internship,
please email your resume to hr@crawfordhoying.com.**

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