

## JOB DESCRIPTION

**Job Title:** Associate

**MLG Capital:** MLG Capital was founded in 1987 on the core principles of “Making a Difference, While Making a Living”, “Absolute Integrity” and maximizing client and partner wealth through meticulously executed real estate investment strategies. Today, MLG Capital functions as a series of private equity funds and co-investment vehicles that are formed to acquire, directly or indirectly, a geographically diverse portfolio for accredited individual or institutional investors, alike. Investments consist of commercial multifamily properties, industrial, retail, office, and some “other” opportunistic opportunities located in strategically identified areas throughout the United States.

Since our inception in 1987, we’ve had active, exited, or pending investments of approximately 22 million total square feet across the United States, inclusive of approximately 17,600 apartment units, with exited and estimated current value exceeding \$2.2 billion\* as of 12/31/19.

MLG and related business entities encompass approximately 400 team members – of which approximately 40 service MLG Capital directly – and operates out of 3 core locations, its corporate headquarters in Brookfield, WI and satellite offices in Sarasota, FL and Dallas, TX.

MLG Capital has been a proud recipient of numerous awards over the past three decades. Some of the most recent awards include: Top Workplaces 2019 Winner, Nominated for 2019 Best Places to Work and 2019 Milwaukee Coolest Office Space.

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**Position Description:** An Associate at MLG has multiple responsibilities including (but not limited to): sourcing and servicing current and new equity investors, sourcing new acquisition opportunities and managing relationships with sponsors and/or relevant private equity relationship contacts. Under the direction of an AVP or VP, the Associate will work closely with the Acquisition and Analyst team to identify and close real estate investments. At times, an Associate will need to be more involved with the underwriting of a deal so the understanding of our financial model, performing financial analysis and compiling market research are crucial. Further responsibilities involved in the underwriting process are: calling owners and brokers for market information, analyzing financial statements and rent rolls, compiling sales and rent comparable’s as well as submarket data on demographics and population. An Associate can also present real estate investment opportunities to management and investment committee members while partaking in investment committee meetings.

**Candidate Description:** This individual must have exceptional attention to detail, have experience in financial modeling especially in discounted cash flow analysis, have strong financial analysis skills and have the ability to manage crucial relationships. Due to the relatively small size of the MLG Capital team this role will have significant exposure to Key Management, Key Principals and the CEO.

## Essential Functions:

### Qualifications:

- Bachelor degree required; MBA or other relevant Advanced Degree or certifications is a plus
- Strong interest in a private equity real estate investment career
- Minimum 2-5 years' experience with a strong financial, mathematical background; experience in Sales or Business Development is a plus
- Strong communication, negotiation and business writing skills
- Strong sense of self-motivation and direction; the ability to work independently and/or take the lead on different initiatives and projects is desired
- Extensive experience with Microsoft Excel, PowerPoint, Word is required; Adobe programs are a plus
- Experience using Argus and other real estate database's (CoStar) is strongly desired
- The ability to work well under pressure and think "outside of the box" is important

### Other Potential Responsibilities (as needed):

- Performing due diligence on potential real estate investments
  - Travel
  - Reading and abstracting leases
  - Inspecting properties
- Assisting in asset management projects
  - Entering deal information into tracker
  - Expanding owner database of local real estate owners and brokerage contacts

**Application Requirements:** To be considered for this position, applicants must submit the following material to [applicants@mlgcapital.com](mailto:applicants@mlgcapital.com) :

- Resume
- Cover Letter

**Physical Requirements:** Ability to operate office machinery; including but not limited to: telephone, computer, copy machine, fax machine, printer, and mobile phone. Ability to travel via automobile or airplane to real estate locations, if needed.

**Working Conditions:** Open office workstation environment, moderate to quiet noise levels. Our corporate headquarters is located in Brookfield, Wis..

*All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, sexual orientation, national origin or any other category protected by law.*

*In compliance with the Americans with Disabilities Act, a "reasonable accommodation" will be made for an individual with a known physical or mental limitation unless it would require an action of significant difficulty causing undue hardship.*

*This document covers the most significant duties performed but does not exclude other occasional work assignments not mentioned.*

*\* as of 3/31/2019. Value is consistent of disposing of assets as well as the current internal valuation of currently held assets as of 3/31/2019. Values may not have been reviewed by an independent 3rd party and may be internal projections.*