

## Job Description

**Job Title:** Multifamily Transaction/Marketing Manager  
**Location:** Tampa, Florida  
**Full/Part Time:** Full  
**Regular/Temporary:** Regular  
**Posted:** August 2011

### **The JBM Group-An Established Leader**

The JBM Group of Institutional Property Advisors is one of the nation's premier institutional multifamily housing brokerage teams. Collectively, our team has closed over \$5 billion in transactions and currently ranks #1 as Marcus & Millichap's top investment team in the nation across all asset types for 2010. We have attained a dominant position in many of the Southeast markets we serve, in some instances brokerage the sale of over 70 percent of all transactions. Additionally, we hold multiple positions on the top 10 list for sales closed in the Southeastern United States by both price-per-unit and absolute sales price. Our team of qualified multifamily specialists offers the most thorough, in-depth knowledge and on-the-ground experience in evaluation, underwriting, property operation, rent & sale comparison, and exposure in the capital markets. Continuing a strong legacy of excellence in representation, the team integrates its expertise with Marcus & Millichap's industry-leading resources and capabilities.

### **Marcus and Millichap Real Estate Investment Services**

Since 1971, Marcus & Millichap Real Estate Investment Services has been the premier provider of investment real estate services. The foundation of our investment services is the depth of our local market knowledge. Our 38-year history of maintaining investor relationships in local markets enables us to be the best information source and transaction service provider nationally.

### **Institutional Property Advisors- A New Elite Brokerage Platform Backed by the Power of an Industry Leader**

Institutional Property Advisors (IPA) is an integrated real estate investment services group focused exclusively on the institutional multifamily sector. IPA's officers and advisors form an exclusive national network of institutionally qualified senior-level multifamily brokerage professionals, with services customized to the needs and sensitivities of institutional and major private investment professionals. We specialize in the acquisition and disposition of major multifamily properties and portfolios by leveraging a unique platform of information-sharing, industry expertise, and state-of-the-art technology and research. This exclusive system of senior-level multifamily investment brokerage professionals provides:

- Relationships and business development interaction based on investors' preferences.
- Access to acquisition opportunities, support information and reports delivered through a state-of-the-art technology platform.
- Access to Marcus & Millichap's highly regarded multifamily market research and a wide range of additional multifamily trend information made available at your desktop.
- IPA's unique combination of real estate investment expertise, industry-leading technology, superior support services and acclaimed research will offer customized solutions for the acquisition and disposition of institutional multifamily properties and portfolios.

## Position/Responsibilities

This role as Transaction/ Marketing Manager shall support the Senior Director and his direct team members. He or she shall carry the authority to make crucial decisions with varying degrees and capacities including but not limited to: managing email correspondence, time tables, preparing necessary research, creative writing skills, team communication, client interaction and basic knowledge of financial modeling, existing and future broker opinion of values, rent and sales comparables, offering memorandum materials, organization of confidentiality agreements, and web site listing coordination and management for individual and or portfolio transaction assignments. In addition, from time to time perform individual and or collective ad hoc assignments by Senior Director and or team members. This position is expected to possess a higher degree of social and interpersonal acumen and advisory, the ability to influence others as well to accept the delegation of less consequential executive tasks such as scheduling travel, meetings, expediting email, telephone cold call campaign, database management, assist in identifying leads, sourcing new business, and forging ongoing and new investor, lender and special servicer relationships.

Candidates should have a firm understanding of real estate and lending concepts, property management, the foreclosure process, REOs, loan modifications, servicing and sales. Prior experience in multifamily management, asset management, special servicing, originations, acquisitions, dispositions, investment banking, brokerage and or accounting is highly preferred. Detail oriented and highly talented ability to manage multiple, often complex projects simultaneously.

Additional job responsibilities include:

- Organize Senior Director's monthly and daily agenda, strategic time optimization
- Management of telephone cold call campaign and email management
- Coordinate individual/team property expense statements in conjunction with bookkeeper for reimbursables from corporate accounting
- Assist in team success, management, collaboration, structure and operation
- Conducting pre-marketing property preparation, orientation, rent and sale comparables, and photography
- Set up/organize meetings with Florida owners of 200 or more units as needed
- Select quarterly Road Show city locations by largest to smallest owners and set up face to face meetings, breakfast, lunch and dinner, plus transportation and hotel
- Organize transaction documents, assemble and track due diligence items
- Maintain current client information in database
- Coordinate current memberships and conference schedule as well as one on one meetings
- Coordinate and set up speaker and panel opportunities at various conferences
- Manage travel arrangements, flight cards with major airlines for upgrades, mileage etc...
- Coordinate video and written testimonials with recent sellers and purchasers
- Coordinate closing dinners with seller and purchasers
- Orchestrate annual "IPA dinner conferences and panels" utilizing company executives and possible third party vendors and investor clientele
- Proof read all marketing materials including but not limited to asset valuations (BOV) broker opinion of values and offering memoranda prior to distribution to third parties
- Rent and sales comparables

## **Minimum Education/Qualifications**

Associate/Bachelors Degree with a focus/concentration in real estate, finance, business, accounting, marketing, management and/or economics preferred.

4 to 8 years prior experience

Florida Licensed Real Estate Salesperson or Broker (Required)

Ability to perform under tight deadlines.

Experience in Commercial Real Estate environment, preferably in the multifamily real estate industry.

Strong Management and Organizational skills and keen attention to detail

Willingness to take ownership of projects and execute to completion.

Excellent written and verbal communication skills.

Fluency in Microsoft Office Suite and Adobe Creative Suite design products.

## **Salary/Benefits**

We offer a competitive salary with bonus and excellent benefits including medical. We offer a number of paid holidays each year in addition to liberal PTO. No relocation incentives offered.

## **Contact:**

Jamie May, Senior Director

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