

# Vice President of Due Diligence

## Key Responsibilities:

The Vice President of Due Diligence will be responsible for conducting a fair and objective analysis of Green Courte's underwriting of proposed acquisitions. The Vice President of Due Diligence will play a critical role in the development of fund/portfolio value by ensuring that the firm's standard physical, environmental, legal and financial due diligence processes are followed and the results are clearly communicated to stakeholders for each acquisition. Key responsibilities for this highly visible and impactful position include:

- Lead the due diligence process and coordinate seamlessly with acquisitions, asset management, capital markets, in-house counsel and other teams (including outside counsel and third-party consultants) to identify and resolve or quantify issues impacting investment returns
- Manage third-party consultants and other vendors, including engineering, environmental, utility and property tax consultants, and ensure appropriate scope of work is specified for third-party review on each transaction
- Analyze financial and operational results of target asset through review of accounting records including P&L reports, rent roll, leases, aged receivable ledger, bank statements, payroll, tax bills, utility bills, expenses, service contracts, etc.
- Examine historical operating result trends and communicate significant fluctuations and non-recurring items among reporting periods
- Identify and investigate contingent liabilities, off-balance sheet items, and related-party transactions. Review data specific to particular property types, including but not limited to:
  - home inventory and home sales performance
  - notes receivable performance
  - tenant sales performance
  - lease-up velocity and rent concessions
- Review third-party reports, quickly distilling findings down to critical issues and reporting those issues to the team with recommendations for next steps

- Work closely with senior management and future third-party asset operator/manager to develop capital plans and post-acquisition operating budget
- Assist in identifying issues warranting purchase price reductions, deal restructuring, or deal termination
- Propose solutions that drive transaction to closing; organize and coordinate closing
- Work closely with senior management and future third-party asset operator/manager to coordinate post acquisition activities and integration of asset into the firm's ownership portfolio, including development of long-range real estate operation and asset management plan
- Evaluate industry trends and implement best practices into the diligence process

**Experience and Qualifications:**

- Bachelor's or Master's degree in real estate, engineering, or finance
- A minimum of five years of real estate industry experience in an investment firm or operating company environment, including prior underwriting, due diligence, or asset management experience, or similar; experience in multi-family residential, manufactured housing or parking sectors a plus
- Highly proficient in MS Word, Excel and Office as well as project management software
- Excellent analytical skills and strong ability to multi-task; highly organized and detail-oriented with ability to work efficiently and accurately under pressure and in a fast-paced environment
- Exceptional verbal and written communication skills and ability to present ideas/assessments clearly and concisely
- Ability to comprehend, analyze and interpret complex business documents and to distill insightful conclusions from large volumes of data
- Ability to work independently and as part of a team, as well as work cooperatively across department lines and develop effective relationships with third-party service providers

Please email a cover letter and resume to [careeropportunities@greencourtepartners.com](mailto:careeropportunities@greencourtepartners.com).