



## STRATEGIC CAPITAL PARTNERS

### **JOB OPENING**

October 20, 2021

#### **ASSET MANAGEMENT ASSOCIATE – Indianapolis, Indiana**

This position provides an excellent opportunity to work on various projects with exposure to all facets of the firm's investment strategy. The role reports to the firm's Vice President of Asset Management and will interact and work with the Company's leadership team, property management teams and external partners on a regular basis.

#### *Requirements:*

- Bachelor's degree in Real Estate or Economics/Finance/Accounting.
- Minimum 1-2 years of experience in commercial real estate asset and/or property management with familiarity of accounting methods as well as ownership and investor reporting in office, industrial and multi-family properties.
- Entrepreneurial attitude.
- Superior interpersonal, written and verbal communication skills.
- Strong organizational and time management skills.
- Strong analytical skills and ability to learn quickly, achieve results and excel in a fast-paced, deadline driven environment.
- Strong work ethic and commitment to excellence with an ability to work both independently and collaboratively.
- Intermediate to advanced skill level in the Microsoft suite of products including, but not limited to Excel, Word, PowerPoint and Outlook. Argus, Kardin and Yardi experience is a plus.

#### *Responsibilities:*

- Work directly with in-house and third-party property managers for properties in the Company's portfolio.
- Assist with all cash forecasts & cash flow analyses for the Company's operating assets and prepare for review.
- Participate in regular meetings and work with cross-functional project teams to support development projects.
- Contribute to the preparation of monthly and quarterly performance reports and other written materials to management and investment partners.
- Assist with due diligence efforts for new acquisitions and property sales.
- Prepare and manage the construction draw process in conjunction with the Firm's accounting team.
- Assist with all closing statements and other transactional documents and prepare for review.
- Interact with the firm's external strategic partners.
- Assist additional departments and acquire other responsibilities as needed.

Pay is commensurate with job responsibilities and the individual's experience level. Strategic Capital Partners, LLC offers a competitive pay structure, including bonus and a comprehensive benefits package. To apply, please send resume to Dina Randall, Vice President, Human Resources at [drandall@strategiccapitalpartners.com](mailto:drandall@strategiccapitalpartners.com) or 280 E. 96<sup>th</sup> Street, Suite 250, Indianapolis, IN 46240.

#### **About Strategic Capital Partners, LLC**

*Strategic Capital Partners, LLC (SCP), headquartered in Indianapolis, Indiana, is a commercial real estate developer who invests in, develops, owns and operates properties in top tier submarkets in Charlotte, Cincinnati, Indianapolis, Nashville, Northern Virginia and Raleigh/Durham. SCP is the general partner in more than \$1.1 billion of office, industrial, multi-family and student housing properties which total more than nine million square feet. The SCP team includes real estate professionals with many years of industry experience in development, acquisitions, banking, property management and brokerage. For more information, please visit [www.strategiccapitalpartners.com](http://www.strategiccapitalpartners.com)*