



Senior Analyst or Associate

Job Type

Full-Time

Location

Bethesda, MD

Company Background

TMG (The Meridian Group) is a real estate investment management and development firm headquartered in Bethesda, MD with an office in Dallas, TX. Since its inception in 1993, TMG has acquired and developed millions of square feet of premier office, residential, industrial, hotel and mixed-use projects. The national firm invests in a broad spectrum of property types and is strategically expanding into new markets across the country. To learn more, visit TMG's website at www.tmgdc.com.

Summary Statement

TMG is currently seeking a Senior Analyst or Associate to join its team in Bethesda. The candidate will work primarily on TMG's opportunistic platform, assisting in sourcing of and executing on new deals across a wide variety of deal structures, product types and geographies and associated fundraising activities. Additionally, the candidate will support TMG's existing portfolio of DC metro area investments. He or she will report to VP and/or MD of Opportunistic Investments.

The successful candidate must be diligent, have strong character, be creative, intellectually curious and have a strong work ethic. The candidate must be able to operate in a collaborative manner and work in an entrepreneurial environment. The successful candidate is an independent thinker and self-starter with the ability to multitask and work on several projects at a given time. It is essential that the candidate have the willingness to roll up their sleeves and get into the details of the task at hand. It is important that the candidate have superior interpersonal, financial, and writing skills with an ability to work with people at multiple levels both inside and outside the company.

Essential Functions

- Create and manage cash flow models for prospective acquisitions, development opportunities and existing investments, utilizing Excel and/or ARGUS (AE).
- Conduct market analysis and market research.

- Support the Investments function in preparing Investment Committee materials and other necessary documents. Review and analyze historical operational asset-specific data (proforma analysis and budget analysis) and create/update pro forma cash flows.
- Prepare investment summaries, marketing materials, and presentations for investors, lenders and tenants.
- Support due diligence and assist in any financing.
- Support fundraising / investor relations efforts.
- Prepare asset update memoranda to track investment performance.
- Various diverse special projects, as needed.

Education/Experience/Characteristics

- 1-3 years of relevant real estate, investment banking, or private equity experience required.
- Excellent working knowledge of Excel and financial modeling required, experience with ARGUS (AE) preferred but not required.
- Strong analytical skills and solid financial aptitude. Accuracy and attention to detail is crucial.
- Strong entrepreneurial spirit with the ability to manage multiple transactions. Enjoy working in a fast-paced, informal, fluid environment with changing priorities.
- Ability to work with minimal supervision while allocating time between multiple tasks/deadlines/opportunities.
- Excellent written and verbal communication skills.

Please send resume for consideration to: info@tmgdc.com