



CITYCENTRE ONE | 800 Town & Country Blvd | Suite 200 | Houston, Texas 77024

JOB DESCRIPTION

Associate, Investment and Development

General Description

The Associate, Investment and Development reports to the Vice President, Investment and Development and is responsible for providing assistance with managing development and acquisition projects associated with the Company's objective of creating value through the development, ownership, and operation of remarkable assets.

General Areas of Responsibility

- Assist the Development Team with all aspects of development and acquisition projects.
- Assist the Development Team in developing multiple project strategies, objectives, schedules, and cost estimates.
- Measure and monitor the progress of multiple development projects to ensure each project is delivered on time, within budget, and according to Midway's processes.
- Communicate the progress, issues, and action items of multiple development and acquisition projects to Midway's management team, clients, and investors.
- Assist the Development Team with management of various vendors, equity investors, lenders, contractors, consultants, and sub-contractors.
- Assist and work closely with the other Midway departments to facilitate the successful execution of the company and development project objectives.

Focus Areas of Responsibility

- Administer Midway processes and standard operating procedures and deliverables across all Midway development projects.
- Continually work to improve Midway processes, deliverables and functionality.
- Assist Development Team with all aspects of development, including proposals, financial analysis, budgeting, draw schedules, architecture and engineering management, and construction management.
- Attend project meeting and document meeting minutes, issues, and 3Ws (who, what and when action items)
- Assist Development Team with responding to Request for Proposals for new development and acquisition projects.
- Actively participate in industry associations such as the Urban Land Institute (ULI), the National Association of Industrial and Office Properties (NAIOP), the International Council of Shopping Centers (ICSC).
- Other duties as assigned.

Qualifications

- Bachelor's degree required. Real Estate or Finance degree preferred.
- A minimum of 2-3 years of work experience with a professional services firm, real estate development firm, or general contracting firm.
- Desire to add value and grow with Midway.
- Strong ability to work and thrive within a team environment.
- Ability to think analytically, multi-task, and prioritize.
- Strong underwriting/financial analysis background.
- Exceptional communication and organizational skills.
- Strong character, ethical values, and work ethic.
- Advanced proficiency and knowledge of Microsoft Office, Word, Excel, PowerPoint, Outlook and Argus.

Additional Skills

- Ability to maintain all information with the highest degree of confidentiality.
- Ability to manage multiple priorities in a fast-paced, deadline-oriented environment.
- Ability to follow written and oral instructions.
- Exceptional follow-through skills.
- Exceptional communication skills.
- Fiscally responsible and uses reasoned judgment.
- Ability to plan ahead and think "outside the box."