



Prologis is seeking a **Director of Investments and Operations in our Boston, MA office**. This position is a managerial position that provides analytical support to the Capital Deployment team for acquisitions and developments within the East Region and will report to the Regional President of the East Region. In addition, the position will require the individual to be actively involved in the quarterly management of key performance analytics for our operating platform. Accordingly, a real estate accounting background is important.

### **Position Responsibilities:**

#### **Investments**

- Create discounted cash flow models used to analyze returns for potential acquisitions
- Create proforma models for potential built-to-suit or speculative development projects
- Work directly with Investment Officers in preparing investment memos for senior management and Investment Committee
- Manage team, including investment analyst
- Perform “back of the envelope” calculations in a timely manner
- Compile and maintain sale comp database for markets within the East region
- Prepare and maintain base case proforma models for existing land bank
- Oversee internal deal tracker for on-going transactions
- Other ad hoc duties as assigned

#### **Operations**

- Work with local Market Officers to manage regional G&A/overhead costs and budgets on a quarterly basis
- Prepare quarterly capital deployment forecasting against annual business plan, including construction starts, dispositions and acquisitions
- Review and communicate quarterly regional score card results including the following:
  - Business risk analysis
  - Contribution/profitability analysis
  - Return on Investments
- Oversee land bank activity and valuation, including land additions, monetization, infrastructure spend and investment carry

### **Essential Skills & Experience:**

- Bachelor's degree in Accounting, Finance or Economics
- 7-10 years experience in the Real Estate industry with focus in accounting or finance
- Managerial skills preferred
- Ability to comprehend, analyze, and interpret real estate documents including, but not limited to: LOIs, RFPs, property offering memorandums, market reports and tenant leases
- Ability to effectively present information to regional team and senior management
- Working knowledge of financial concepts such as net present values, internal rates of return, capitalization rates, etc.
- Create or modify cash flow models using Argus and Microsoft Excel
- Other software knowledge to include Microsoft Word, Outlook, Internet Explorer, Google Earth and Adobe Acrobat. PeopleSoft and Yardi is a plus
- Ability to manage multiple tasks while still meeting deadlines
- Excellent communication and analytical skills with strong attention to detail
- Travel to local markets to tour potential investments and work directly with local teams.

- Team player with excellent attitude and a strong work ethic
- Demonstrated entrepreneurial spirit
- Self-starter, ability to work with minimal supervision and take on the initiative to “own” the process

Prologis offers a competitive salary, a comprehensive selection of benefit options, including 401(k) with company match.

All job offers are contingent upon successful completion of drug screen and background verification.

Please apply by emailing Heather Selph at [\*\*hselph@prologis.com\*\*](mailto:hselph@prologis.com)

***Prologis is an Equal Opportunity/Affirmative Action Employer***