

Real Estate Portfolio Management Analyst / Associate

MIT Investment Management Company (MITIMCo) is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

MITIMCo is a leading investment management firm which invests exclusively on behalf of MIT to support its educational and research mission. This role will join MITIMCo's Real Estate Group which serves as an owner, operator, and developer of a high-profile real estate portfolio located exclusively in Cambridge, MA, and has a current gross market value of \$4 billion. In addition to current holdings, the portfolio is expected to grow significantly over the coming decade through an exciting, mixed-use development pipeline of over 3 million square feet. This role offers a unique opportunity for a real estate professional to grow into their career while fostering an innovative and collaborative environment in Cambridge to support the university's mission.

This role will be in the Portfolio Management group reporting to the Director of Portfolio Management. The Portfolio Management Analyst or Associate will have high visibility and work closely with senior management, including members from the asset management, transactions, and development teams.

Principal Duties & Responsibilities:

- Create and maintain complex asset-level and portfolio financial models with scenarios and sensitivities to analyze various operational and capital events
- Synthesize asset level data to derive key characteristics and risks of the portfolio as a whole
- Manage the portfolio reporting needs for senior management including monthly, quarterly, and annual updates
- Participate and contribute in key discussions regarding overall portfolio investment strategies and performance enhancement
- Aid in annual appraisals and valuation processes, and calculate key asset and portfolio performance metrics and trends
- Identify and implement opportunities for improved performance and efficiencies using innovative technology and/or standardized tools and processes
- Complete ad hoc tasks and take ownership of portfolio knowledge and analytics

Supervision Received:

- Will report to the Director of Portfolio Management

Qualifications & Skills:

- Bachelor's degree required
- 2+ years of real estate experience, investment banking, investment sales, finance, or other related fields (title commensurate with experience)
- Superior quantitative, analytical, and problem-solving skills with advanced knowledge of Excel and PowerPoint

- Excellent verbal and written interpersonal and communication skills
- Respectful team player in a collaborative environment
- Highly organized with attention to detail; ability to work efficiently and prioritize multiple tasks to meet deadlines
- Self-motivated and proactive with strong work ethic and follow-through
- Ability to think creatively and desire to continue learning
- High level of initiative with an entrepreneurial spirit and a fiduciary mindset
- Comprehensive knowledge of real estate fundamentals and value drivers; understands real estate finance modeling techniques (DCF, NPV, IRR, cap rates)
- Experience with Argus Enterprise / DCF preferred

**Please note that MIT does not provide visa sponsorship for technical, administrative, or library full-time or part-time regular positions. Additionally, MIT does not provide visa sponsorship to recent graduates and practicing professionals for internship training, practical experience, or other non-teaching, non-research affiliations.*