

The Davis Companies

Assistant Vice President, Debt Capital Markets

TITLE: Assistant Vice President, Debt Capital Markets

COMPANY: The Davis Companies

LOCATION: Boston, MA

COMPANY

BACKGROUND: Committed to excellence in both investment performance and operations, The Davis Companies was founded in 1976 and has earned a reputation for integrity, creativity, and excellence, making it one of the premier integrated real estate investment, development, and management firms in the Eastern United States. Headquartered in Boston and with offices in New York and Pittsburgh, the company has a team of 100+ dedicated professionals who have invested more than \$9 billion in gross asset value through real estate equity, debt, and fixed-income securities. A unique combination of capital markets, development and management expertise allows The Davis Companies to nimbly tackle complex opportunities. Directly, and with its valued partners, The Davis Companies has owned and managed approximately 28 million square feet of commercial space and 11,000 residential units. The firm invests in life science, multifamily, industrial, storage, office, hospitality, and retail among other property types.

At The Davis Companies, we believe our most valuable asset is our people. We strive for excellence in all our pursuits and take pride in maintaining a collaborative and career enhancing experience for our employees. The company offers competitive compensation, top of the line benefits, and the opportunity to work with best-in-class real estate professionals in a fast-paced, challenging and rewarding environment. To learn more about The Davis Companies, go to www.thedaviscompanies.com.

POSITION

SUMMARY: Reporting to the SVP, Finance, the Assistant Vice President, Debt Capital Markets is responsible for sourcing, closing, and managing project level debt financings for the Company's commercial real estate portfolio. Additionally, the Assistant Vice President will lead ad hoc projects and assist with tenant credit financial analysis. Types of financings include acquisition, construction, and permanent loans, but could also include subscription debt, TIF financing and tax credit equity financings.

RESPONSIBILITIES:

- Manage the execution of property-specific financings for real estate properties from preparation of initial financing package to sourcing to final closing. Execute loan on-boarding, including but not limited loan abstracting of reporting due dates, covenant test dates and compliance forms.
- Act as the primary point of contact for and responding to all lender loan compliance requests, including ad-hoc requests for information and property tours.
- Manage the loan covenant tracking system to ensure the timely submission of asset and fund level reports.
- Manage internal loan portfolio reporting and analytics to senior management team and key stakeholders.
- Oversee and manage post-closing loan amendments, extensions, etc., working in conjunction with the asset management, legal and accounting teams.
- Assist with debt diversification and risk management related to interest rate and recourse exposure.
- Assist with tenant credit financial analysis for existing properties and other ad-hoc financial analysis as needed.

QUALIFICATIONS:

- Between five (5) and ten (10) years of commercial real estate investment and finance experience, preferably with individual properties in excess of \$50mm in value across multiple asset types including lab/life science, office, residential and industrial.
- Ability to understand complex deal structures and to close high volume of financing transactions.
- Experience underwriting and valuing commercial real estate investments using discounted cash flow, direct capitalization, and sale comparable methodologies.
- Demonstrated strong organizational skills, including commitment to follow-up on open issues, meet deadlines and pay attention to details.
- Excellent interpersonal and relationship management skills.
- Flexibility to deal with multiple projects simultaneously while working independently.
- Knowledge of and interest in U.S. capital markets.
- Honesty, integrity, and maturity are paramount, as are excellent written and oral communication skills in order to be effective in a changing, growing, entrepreneurial organization.

PERSONAL

CHARACTERISTICS: The successful candidate will be:

- Self-motivated, proactive, and detail-oriented individual with a commitment to providing a high-quality work product.
- Strategic, creative, and analytically minded.
- Well organized, accurate, and able to consistently meet deadlines.
- Highly professional with strong interpersonal skills. The ability to exercise discretion in this position is critical.
- Ability to work effectively with others and be a team player.
- Flexibility in a changing environment.
- Possess a high level of energy, enthusiasm, and positivity.

Requirement: Successful candidate must be fully vaccinated for Covid-19 by start date, in office attendance will be required.

COMPENSATION

AND BENEFITS: Compensation will include a competitive base salary and bonus, and an attractive benefits package.

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), national origin, age (40 or older), marital status, sexual orientation, gender identity/expression, citizenship, real or perceived disability or handicap, genetic predisposition, veteran status, and/or any other protected category in accordance with applicable federal, state or local laws.