

## Acquisitions Associate

Baseline Property Group (“Baseline”) is seeking an Acquisitions Associate to join its Miami, FL based team. The associate will be integrally involved in critically evaluating new land opportunities for single-family rental communities, initially in the Southeast United States.

### Primary Duties and Responsibilities

- Prepare financial models, projections, and analyses on prospective property acquisitions and development opportunities including market analysis, lease analysis, budget creation, project scope, and return on investment modeling.
- Produce deal evaluations for internal review and participate with principals in meetings to consider potential acquisition and development opportunities with minimal oversight.
- Assist with the preparation of acquisition proposals and offer letters.
- Research market data/demographics including interfacing with brokers to obtain comparable lease and sales information as well as debt capital market insights.
- Produce marketing materials and presentations to current and prospective institutional investors and lenders.
- Assist due diligence and closing activities.
- Assist in formulating deal structures considering legal, financial, real estate, and investor/capital aspects of the transaction.
- Assist in the preparation of internal and external presentations.
- Work on special projects as assigned, including formulating investment strategies and prospective business lines.

### Education, Skills and Qualifications

- Bachelor's degree required with a concentration in real estate, finance, business, or accounting.
- 2+ years of professional experience acquiring and assembling land for new multifamily developments, preferably within the single-family space working within an institutional real estate fund or an institutionally backed sponsor is preferred.
- Excellent writing skills and investment memorandum preparation.
- Excellent execution skills, highly focused task completion, follow-up, communication (written and verbal) and time management skills.
- Requires resourcefulness, strong organization skills, and flexibility with hybrid work location/schedule. Ability to work in a challenging, fast paced environment and handle multiple projects simultaneously.
- Positive outlook, desire to support and interact with others daily in an exciting, challenging, and ever-changing work environment. Integrity and collaboration are key.
- Ability to meet deadlines while maintaining a professional attitude; great team-player and ability to accept feedback.
- Must exercise initiative and achieve objectives with minimal supervision. Willing to question assumptions, demonstrate passion for continuing education, and has a strong interest in the construction/real estate industry.
- Must be detail-oriented and a problem-solver able to deal with complex situations. Accuracy and attention to detail is critical.
- Strong computer skills required; proficiency in full Microsoft Office Suite with an emphasis on Excel, Word, and PowerPoint.
- Valid driver's license and auto insurance coverage with good driving record.
- Some travel required; must be willing to travel for the day or occasional overnights.

### Physical Requirements

- This is primarily a sedentary office position that requires the ability to bend, stoop, reach, lift, move and carry office materials and supplies weighing 25 pounds or less.
- Finger dexterity required to operate a computer keyboard and calculator.

### Type

Regular Full-Time

### Orlando

7455 Emerald Dunes Drive | Suite 800  
Orlando, FL 32822

[info@BaselinePG.com](mailto:info@BaselinePG.com)  
[BaselinePG.com](http://BaselinePG.com)