



INVESTMENT OFFICER JOB DESCRIPTION:

Residential Development and Construction Investment Officer

Traditions Capital, a Philadelphia-based real estate fund manager, is seeking an *Investment Officer* with experience in real estate finance and/or development.

EDUCATION:

Undergraduate degree in Finance or Real Estate. MBA with an emphasis on real estate a plus.

BACKGROUND & EXPERIENCE:

Experience in residential real estate is preferred; experience in an established financial institution with responsibility for asset management, active management of complex projects, project administration. Applicants should have significant sales and/or relationship management background with excellent oral and written communication abilities.

RESPONSIBILITIES INCLUDE:

1. Identify and network with potential builder/developer customers;
2. Manage relationships with multiple builder/developer customers;
3. Inspect project(s) location and site of proposed loan(s) and investment(s);
4. Coordinate and manage completion of due diligence activities within appropriate time frames and schedule;
5. Thorough and critical review of all information pertaining to project feasibility;
6. Unbiased reporting of project risks, weaknesses and strengths;
7. Communicate newly discovered risks or problems with pending investment(s);
8. Insure continual, effective internal dialogue concerning status of accounts and customer relationships – particularly problems at an early stage;
9. Monitor revenue, costs, builder schedule and quality of construction;

QUALIFICATIONS INCLUDE:

1. Bachelor's degree with a preference for real estate, finance, accounting or economics majors. Graduate degree a plus.
2. 3 – 5 years experience in residential real estate finance, development or construction.
3. A thorough understanding of the entire real estate lending process.
4. Interpersonal skills and ability to communicate clearly across all lines of business while handling multiple priorities are mandatory.
5. Willingness to travel frequently.
6. Highly fluent in MS Excel and Word.

We offer competitive salary, incentive pay, healthcare plan, 401(k) and other benefits with potential for advancement. Please send your resume with salary requirements, in strict confidence, to info@traditionscapital.com or fax resume to 888-268-6482. Visit our web site at www.traditionscapital.com.