

REAL ESTATE ASSOCIATE MINNEAPOLIS, MN

NTH OVERVIEW

NTH is an award-winning, independent real estate and project management firm based in Minneapolis. We help clients make effective real estate decisions by providing customized solutions to meet our clients' real estate needs and business goals. With decades of experience, NTH has extensive knowledge of the real estate market and offers valuable insight into both existing properties and new developments. We value a high level of client service, collaborative work within the office and with project partners, and service to benefit our community.

Our project work spans strategic planning, site selection, lease/purchase negotiations, financial analysis, budgets and schedule management, and design and construction management. For more detailed information see our website at www.nth-inc.com.

POSITION OVERVIEW

This position will work on the NTH real estate team to provide direct client service including market research, financial analysis, negotiations, and other client services. The position will report directly to a real estate principal. The applicant should expect to be leading some projects within 12 months while providing support on additional projects.

Typical working hours are 8:00 a.m. – 5:00 p.m. Monday through Friday but there will be situations that require working outside of the normal schedule. NTH values collaboration in the office but provides the flexibility of a hybrid working environment with an expectation of at least three (3) days a week in the office. Initially, new employees are expected to be in the office five (5) days a week.

TYPICAL JOB RESPONSIBILITIES

Business Development:

- Understand the benefits and characteristics of real estate services offered by NTH.
- Maintain connections with current and past clients as source of repeat business and referrals.
- Maintain relationships with industry partners as source of referrals.
- Identify new potential prospects and introduce NTH's services.

Client Work:

Tasks generally include the following but are adapted to fit each specific assignment.

- Meet with clients to understand their project requirements and develop a real estate strategy.
- Provide clients with industry and market specific information as it relates to their business and space needs.
- Read and abstract leases of new clients to identify opportunities.
- Conduct market research to identify space options and develop materials for client meetings.
- Interact with Landlords, Developers, and their Brokers to set up and lead tours.
- Develop Requests for Proposals and other correspondence.
- Analyze proposals (financial and comparison of other terms) and prepare presentations.
- Consult NTH's Project Managers for their input on budgets and schedules for client projects.

- Coordinate with NTH's Project Managers and clients' design teams to develop fit plans for candidate spaces.
- Develop counter proposals and other materials, negotiate deal terms.
- In cooperation with clients' legal teams, review and participate in the drafting of legal agreements (leases, amendments, purchase agreements, development agreements, etc.).
- Read and abstract completed legal documents to identify and track dates for follow up.

General:

- Attend continuing education programs to expand skills and network.
- Participate in professional organizations applicable to real estate, design and construction.
- Participate in client and industry events (will include some evening hours).
- Participate in marketing and business development activities including prospect and client related research, preparation of presentations and developing proposals, and participating in interviews.
- Prepare presentations and market overviews for prospective clients and occasional industry/business community events.
- Seek knowledge regarding industry trends and market status both locally and nationally.
- Schedule meetings and other administrative work as needed.

REQUIRED SKILLS AND EDUCATION

- 5+ years of experience in a similar role.
- Bachelor's degree in real estate, business, economics, finance or related field.
- Real Estate License.
- Proficiency with Microsoft Suite (Word, Excel, PowerPoint, Project, Outlook, and SharePoint).
- Excellent verbal and written communication skills.
- Highly organized and detail oriented.
- Strong financial skills, including experience with spreadsheets and financial analysis.
- Ability to work independently and take initiative.
- Ability to manage several projects at once and navigate changing priorities.
- Team player, service oriented both with clients and other staff members.
- Valid driver's license and vehicle for attending client meetings, tours, and other events.

SALARY AND BENEFITS

This position is salaried, at a level commensurate with experience.

Benefits include PTO, a group health plan, 401(k) Plan, transportation allowance, and professional development opportunities.

SUBMISSION REQUIREMENTS

To apply, please submit your résumé and cover letter including specific work history and description of comparable projects completed and the role played, professional designations, and references to Ms. Terry Tinnes at ttinnes@nth-inc.com. No phone calls please.