



Title: Manager, Transactions

Open: August 16, 2022

Reports To: Vice President, Transactions

To Apply: Send resume and cover letter to Jeff Morrow at work@ancora.re

ABOUT ANCORA

Ancora is a premier real estate investor, developer, and manager of creative office, life sciences/lab, residential, and mixed-use assets. We're focused exclusively on knowledge markets anchored by leading universities, health systems, research institutions, and governments that are eager to collaborate and commercialize new ideas.

By building inspiring spaces and active places for the knowledge economy, we harness the economic benefits of anchor institutions engaged with their communities. Ancora invests capital on behalf of Legal & General Capital, a London-headquartered global investment firm with over \$1.4 trillion in assets under management.

POSITION SUMMARY

The Manager, Transactions is responsible for coordinating due diligence on both development and real asset acquisitions. The Manager will contract with third parties for physical due diligence, manage the contract, consult with attorneys, review the materials, and provide guidance to the transaction team on items that should be included in the underwriting. This position is considered remote and includes approximately 10% travel.

ROLE & RESPONSIBILITIES

The Manager, Transactions will report to the Vice President, Transactions and will also work in a close, team environment with the members of the development and construction teams, investments, and asset management. This position focuses on identifying and quantifying risks and recommending capital budgets and environmental management plans for new investments. The Manager, Transactions will manage existing consulting relationships and establish new relationships with external structural and environmental diligence providers. Applicants are expected to be self-starters, have high attention to detail, possess excellent communications skills, and thrive in an entrepreneurial environment while bringing an institutional-level work ethic and work product. The ideal individual will have a minimum of 6-8 years' prior real estate due diligence experience with demonstrated success through the diligence and underwriting process for both development projects and core assets.

Primary responsibilities include:

- Assist the Vice President, Transactions in the writing of Letters of Intent for new core and development acquisitions
- Work alongside the Investments team and project executives on the closing process for debt and equity
- Once LOIs have been executed, manage and direct attorneys in the creation of Purchase and Sale Agreements
- Outline and lead the due diligence process
- Establish, manage, and optimize third-party consultant relationships critical to the diligence process
- Order site and environmental studies for all potential acquisitions and ensure that third-party consultants deliver findings in a timely manner
- Coordinate information and other requests from external consultants
- Review findings with the transactions, investments, asset management, development and construction teams, and work with each to incorporate findings into underwriting and negotiations
- Assist in preparation of written communication and investment memos for the Investment Committee
- Work with the asset management and underwriting teams to establish capital projections for each investment
- Other duties as assigned by Vice President, Transactions

QUALIFICATIONS

- Bachelor's degree
- 4-8 years' relevant real estate experience, preferably life science or office
- Demonstrated transaction experience in real estate due diligence
- Knowledge of third-party contracting and management of consultant relationships
- Ability to collaborate effectively with internal team members, third-party consultants, and external stakeholders
- Track record of building strong relationships
- Detail oriented, well-organized, high-energy individual with a positive attitude
- Strong collaborative team player
- Established ability to develop and maintain positive relationships with colleagues, managers, lenders, partners, and third parties
- Possess excellent oral, written, and organizational skills
- Must be highly motivated, efficient and an effective time manager with a demonstrated track record of consistently pursuing due diligence for multiple projects with accuracy

- Ability to work proactively, both independently and on teams, and exhibit accountability for deliverables
- Knowledge of Microsoft Office

COMPENSATION

Compensation includes base salary and incentives. The company provides a 401k match, employee health insurance, and flexible PTO. Ancora benchmarks compensation decisions using the CEL National Real Estate Compensation & Benefits Survey.

Ancora is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: Ancora is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Ancora are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, gender identity, sexual orientation, or any other status protected by the laws or regulations in the locations where we operate. Ancora will not tolerate discrimination or harassment and will work proactively to promote diversity, equity, and inclusion throughout its business. Ancora encourages applicants of all ages.