

## Director of Investor Relations

### **Position Description:**

A fast-paced and rapidly-growing boutique real estate investment, development and advisory firm is seeking a qualified candidate to manage investor relations for its multiple investment and development strategies.

The candidate will lead our investor relations, including: growing our capital raising platform, managing investors relationships, identifying prospective new investors, creating marketing materials, and pitching funds and deals to investors. Additional responsibilities could include oversight of debt capital strategies and asset dispositions. There will also be the potential to procure third party equity and financing assignments for the firm's clients.

Qualified candidates will possess the skills necessary to attract and manage investor relationships primarily in office and industrial products (likely to expand to multi-family) on a national basis, as well as equity and debt structuring. It is essential that this individual is experienced, detail oriented, personable, a self-starter and a leader.

### **FD Stonewater Overview:**

FD Stonewater is a real estate investment, development and advisory firm headquartered in Arlington, Virginia with offices in Los Angeles, CA. The firm has a track record of more than \$10 billion in investment and acquisitions and over 45 million square feet of lease transactions, to offer a fully-integrated, national real estate platform. For more information, please refer to: [www.fdstonewater.com](http://www.fdstonewater.com)

**Responsibilities:** The person will interact in a team environment, working alongside Partners to identify and communicate with investors, pitch products, and execute. Sample responsibilities will include:

- **Investor Relations:** Identify prospective investors focusing on family offices, wealth managers, insurance companies and high net worth individuals for the firm's funds and individual investment and development transactions. Develop and execute marketing and sales strategy, driving the process from investor outreach through investment closing. Proactively manage new and existing investors to build long-term relationships. Assist with development and execution of investor communications and presentations.
- **Debt Procurement:** The firm will be looking to establish portfolio facilities for its funds as well as other strategies. In addition, there will be debt procurement requirements on an individual transaction basis.

- **Dispositions:** Support oversight of 3<sup>rd</sup> party brokers marketing and disposition of assets and/or portfolios.
- **Third Party Transactions:** Assist the firm's clients in occasional sales or capital advisory assignments. There is also the opportunity build an advisory business internally so long as it does not interfere/conflict with the investment, development and advisory activities of the firm.
- **Team Building:** FD Stonewater believes strongly in mentoring, team building and career growth, and expects senior members of the company to actively provide guidance to less experienced team members. As such, the person will be responsible for overseeing and teaching analysts and associates at various career stages with the goal of molding them into more productive members.

**Qualifications:**

- 5-7 years of relevant work experience.
- Strong track record of business development and pitching business.
- Strong quantitative and analytical skills.
- Excellent communication skills – written, oral and interpersonal.
- Highest level of personal integrity and ethical standards.
- Strong personal initiative and desire to succeed in a demanding, entrepreneurial environment.
- Skilled in Word and PowerPoint. We are not an organization that relies heavily on admins.

**If interested, please send a resume and cover letter to [jobs@fdstonewater.com](mailto:jobs@fdstonewater.com).**