

Acquisitions Associate

Role Overview

As an Acquisitions Associate, you work closely with the Chief Acquisitions Officer to help facilitate the procurement of Cortland's multifamily assets. Here are the roles you'll play:

The Pipeline Reporter

- Maintain the Acquisition team's weekly pipeline report and update deals that are under contract, offers made, deals of interest, and dispositions
- Participate in weekly pipeline meetings to ensure internal stakeholders are up to date on the status of current and potential deals
- Create new offers by drafting the Letter Of Intent (LOI) document, including information related to the broker, deal name and address, purchase price, earnest money, inspection period and closing period
- Facilitate and attend new deal tours, including sending tour requests directly to the broker before the beginning of the due diligence period
- Complete best and final questionnaires and transaction summary in coordination with various internal stakeholders
- Update transaction summaries to include the most recently closed acquisitions

The Communicator

- Alert the Internal and External Counsel team, Debt team, and CPAT team once a new deal is awarded
- Engage with third parties (including outside counsel) to produce required reports and other documents, such as the zoning report, title, survey, and access agreements
- Ensure all third-party reports and other required documents are reviewed in a timely manner and included in the settlement statement
- Assist with dispositions of assets, including communication with broker and other outside parties
- Maintain various reporting and tracking tools to prepare analytical reports that include property and portfolio reports
- Represent Cortland at various industry and broker events
- All other duties as assigned

The Impact You Can Make

- Your strong blend of communication and critical thinking skills help propel the Acquisitions team forward in all deals.
- Your knowledge of real estate and finance enhances the team's acquisition process and makes everyone's jobs easier.

Your Building Blocks of Success

- Strong 2+ years' experience in real estate acquisitions, investment, or development; experience in the multifamily industry preferred

- Bachelor's degree in finance, business, economics, related major, or equivalent experience required
- Excellent interpersonal, written, and verbal communication skills
- Strong analytical, critical thinking, and problem-solving skills
- Proficiency in Microsoft Office Suite applications, particularly Excel

The Cortland Difference

We create, reimagine, and manage apartment communities for residents nationwide. Headquartered in Atlanta, GA, we have communities and regional offices all over the country, as well as overseas. From product design and procurement to general contracting and property management, we do it all – to make sure our communities are the perfect setting for living life to its fullest.

Our success is fueled by our belief in a better life – where hospitality is always a given, each detail is worth a second thought, and every open door is a new opportunity to go beyond expectations. We come to work every day to create possibilities for people – possibilities that translate into superior living spaces and experiences designed to inspire our residents, associates, and investors to live a better life focused on what matters most to them.

Cortland is an equal opportunity employer, and we're proud to support and celebrate diversity in the workplace. We are committed to equal consideration for all qualified applicants regardless of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, protected veteran status, genetic information, or any other characteristic protected by applicable law. If you have a disability and need an accommodation or assistance with the application process and/or using our website, please email talentresources@cortland.com or call 404.965.3988.

Cortland is a drug-free workplace.

Cortland participates in e-verify to verify the employment status of all persons hired to work in the United States.