



Position: Associate, Fund Strategy & Finance
Location: New York, NY or Boston, MA

Company Description:

MSquared is a women-owned real estate development and impact investing platform that delivers real solutions by partnering with government, developers and investors to build mixed-use, mixed-income projects that promote inclusive economic growth and deliver strong risk-adjusted returns. We manage a series of private equity funds that invest nationally, as well as one vehicle focused on affordable housing projects in New York City only.

Job Description:

This Associate will be responsible for supporting the firm's growing investment management business in a range of roles including strategy, portfolio management, fund operations and investor reporting. MSquared is seeking a versatile team player with strong quantitative skills (financial modeling, analysis, valuation). The candidate should expect to work in a fast-paced, entrepreneurial environment and have alignment with the firm's mission and investment philosophy. The role will report to the Managing Director, Investments.

Responsibilities:

Financial Modeling

- Prepare quarterly asset valuation models by collaborating with team members, present results to senior leadership, and respond to questions on valuations and assumptions
- Maintain the fund model for each managed fund, including the roll up of individual asset models combined with the fund-level waterfall
- Perform sensitivity analysis and identify relevant trends relating to variances

Financial & Fund Reporting

- Oversee quarterly financial reviews with fund administrators and oversee annual audit preparation work with auditors
- Prepare and compile quarterly fund reporting packages in collaboration with deal teams and fund administrators
- Manage data and maintain data integrity within the quarterly investor reports and annual investor meeting
- Collaborate with fund administrators and legal to maintain a tracker of all reporting requirements and ensure compliance with financial regulations
- Review calculations of capital call and distribution amounts by investor, and review notices to be sent to investors
- Assist with annual K-1 reporting and tax return information requests
- Answer ad hoc requests from lenders, investors and other stakeholders

Portfolio Management & Strategy

- Manage and monitor fund cash balances and oversee third-party fund administrator's cash payment processing
- Maintain portfolio construction tracking and analysis
- Identify opportunities to design new and/or refine existing analyses and processes to improve the business' operational capacity over time, including creation of financial and operational reporting dashboards

- Assist with special projects and presentations for senior leadership, including gathering data, formulating analyses and analytics
- Provide portfolio investment information to aid in the completion of business forecasting deliverables

Experience:

- Bachelors or higher degree in relevant major. MBA, Real Estate, J.D. or other relevant master's degree a plus but not required if other experiential factors are present
- 3-5 years of experience working in one or more of the following areas, preferably with a focus on real estate: fund/portfolio management, asset management, finance, investment banking, fund advisory
- Real estate private equity or fund background preferred, but not required
- Self-motivated and proactive with an established track record of getting things done effectively and independently
- Excellent understanding of and ability to create and control complex Excel-based financial models and PowerPoint Presentations
- Strong verbal and written communication skills
- Ability to prioritize projects and deliverables and incorporate a logical and systematic approach to all required analyses
- Strong organizational skills and attention to detail
- Proficient in Microsoft Suite (including Word, Excel and PowerPoint)

Compensation/Benefits:

The base compensation range for this role is \$130k to \$150k. This role is also eligible for a discretionary annual bonus, as well as access to our comprehensive medical, dental, and vision insurance, 401(k) plan, flexible spending benefits and all other benefits afforded to full-time MSquared employees.

MSquared is an equal opportunity affirmative action employer and administers all personnel practices without regard to race, color, religion, sex, national origin, sexual orientation, gender identity or expression, disability, protected veteran status or military status, or any other category protected under applicable law. MSquared is committed to taking affirmative steps to promote the employment and advancement of minorities, women, persons with disabilities and protected veterans.

Application:

Interested candidates should send a resume and cover letter to careers@buildmsquared.com.