

Capital Markets Associate/Assistant Vice President

Capital Markets Group

LOCATION: BOSTON

Main Purpose of the Role

Support all CMG objectives contributing to firmwide goals by developing lead role responsibilities for the following: (a) the execution of CMG transactions (b) foster existing and building new lender/broker relationships (c) develop capital market expertise and communicate trends across the firm (d) provide administrative and management support to group responsibilities.

Responsibilities

Financings:

- Prepare internal materials to help support PEG Asset Management financing decisions.
- Prepare and distribution financing materials with lenders to facilitate lender loan proposals.
- Correspond with lenders relating to property specific or financing related questions.
- Help negotiate final loan proposal term sheets.
- Coordinate due diligence between AEW and lenders to facilitate closing.
- Assist in the review and negotiation of loan documents.
- Potentially lead select financing assignments.
- Facilitate loan closing and post-closing responsibilities.

Presentation Materials:

- Assist in the preparation of various CMG presentations to facilitate client/potential client meetings, Investment Committee, and Risk Management Committee meetings.

Capital Market Trends and Reconnaissance:

- Monitor capital market trends by attending or participant in various industry events and help communicate trends to senior AEW members.
- Maintain lender and broker databases and help coordinate capital market trend meetings.

Administration:

- Support ongoing loan administration tasks including lease approvals, loan covenant compliance, loan modifications, insurance casualty claims, renovation approvals etc.

AEW CAREER OPPORTUNITY

- Assist in the updating and maintaining of the Debt System information and monitor potential loan issues - e.g. loan maturities, covenant breaches.
- Prepare Quarterly Market Interest Rate and Annual ABP projections.
- Monitor and update loans considered Under Review for potential defaults.

Skills/Experience Required

- Knowledge of real estate cash flows, financing, loan documents and deal underwriting
- Demonstrated negotiation skills.
- Passion for transaction details and strong analytical skills
- Knowledge of basic real estate law
- Independent worker with ability to juggle multiple projects.
- Track record of good judgement
- Ability to cultivate effective internal and external relationships.