



FIRST MIDWEST GROUP

JOB DESCRIPTION

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| JOB TITLE: | Investment & Acquisitions Analyst | FLSA STATUS: | Exempt |
| DEPARTMENT: | Operations | DATE: | May 2, 2019 |

POSITION SUMMARY:

Our Investment and Acquisitions Analyst will support the organization by having exposure to all aspects of the deal process from initiation and due-diligence through deal structuring and post-investment portfolio management. This role is a balance between financial analysis, business strategy, and execution.

SUPERVISION:

Reports to and works under the general direction of Director of Outside Investments.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

- Prepare detailed market due diligence and research, which include initial site and market analyses including demographic reports, maps, competition reports, and general site information, analysis of one-off opportunities
- Develops and maintains financial models and/or underwriting for use in evaluating potential investment
- Travel and participate in client meetings and due diligence tours related to acquisitions and improving market knowledge
- Evaluate and present risk/return characteristics of capital investment opportunities
- Provide overview, analysis and financial evaluation of new hotel investment opportunities to the Executive Committee,
- Assist with the preparation and presentation of investment recommendations to the Executive Committee,
- Identifies new investment, merger, or acquisition opportunities for the company,
- Complete extensive financial modeling on prospective investments, and interprets financial data in order to assist in corporate financial decisions,
- Participate in negotiations on behalf of company for new investments that impact project return,
- Maintain internal database of potential investments,
- Assist with asset management including business plan development and exit strategy planning and execution

Education and Minimum Qualifications

- Bachelor's Degree is required,
- Leadership experience in a strategic role,
- Extensive financial modeling experience,
- Proficient with MS Office applications (Excel, Word, Outlook, and Power Point),
- Organized with the ability to manage competing priorities,
- Experience in managing, updating and analyzing large quantities of data
- Ability to manage and effectively present information
- Strong analytical, interpersonal and communications skills,
- Private equity, investment banking or consulting, preferred,
- High degree of integrity; strong moral character

Knowledge, Skills and Abilities

A candidate for this position should have thorough knowledge of the following:

Knowledge of:

- Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods and the coordination of people and resources.
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Principles and procedures for personnel recruitment, selection, training, compensation, and benefits.

Skill in:

- Collaborating and mapping out joint processes with other departments and collectively developing improvements.
- Giving full attention to what other people are saying, taking the time to understand the points being made, asking questions, as appropriate, and not interrupting at inappropriate times.
- Adjusting actions in relation to others' actions.
- Monitoring and assessing performance of yourself, other individuals, and the organization to make improvements or take corrective action.
- Being aware of others' reactions and understanding why they react as they do.
- Talking to others in a professional manner to convey information and de-escalate unprofessional interactions and situations.
- Managing conflict and problem-solving to bring an effective resolution for all parties.

And ability to:

- Listen and understand information and ideas presented.
- Communicate information and ideas so that others will understand.
- Tell when something is wrong or is likely to go wrong and recognizing when there is a problem.
- Analyze information and evaluate results to choose the best solution and solve problems.
- Provide information to directors, supervisors, co-workers and subordinates.
- Maintain trust and strong personal relationships despite potentially disagreeing on business decisions.
- Demonstrate and handle complex legal topics.
- Work at a management level, report and communicate on multiple classification levels.
- Work in a fast-paced professional business environment and produce.

CONTACTS OUTSIDE OF DEPARTMENT:

This position frequently interacts with outside vendors, suppliers, sub-contractors, members and businesses within the community.

WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by any an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the working conditions for this position are performed mostly in office settings. The employee will have to travel outside of the office environment to accomplish specific duties.

The employee is occasionally exposed to extreme heat and/or cold, wet and/or humid conditions or airborne particles. The employee is occasionally required to stand, stoop and climb or balance; speak and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; repetitive arm, hand and eye movements are included. An individual in this position is frequently required to sit, walk, stand and on occasion, may need to lift, carry, push or pull objects, up to 50 pounds. There is frequent twisting, kneeling, squatting, crawling, climbing, reaching, wrist turning and grasping.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The noise level in the office environment is usually moderate. Hand-eye coordination is necessary to operate computers and various pieces of equipment. Employee is required to use cognitive ability to reason, analyze and verbalize thoughts and ideas.

TOOLS & EQUIPMENT USED:

Machinery and equipment including personal computer, permitting software and other standard office machines, servers, phones, fax machines, printers, copiers, scanners and making multiple, complex and rapid adjustments. Other equipment includes general office equipment, ten (10) key calculator, cellular communications equipment, tape measure, flashlight, camera, paper cutter, paper punch, tape recorder, multi-level file cabinets, light mechanical equipment, level, laser level, combustible gas detector, automotive vehicle and job-specific equipment as required by assignment.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

First Midwest Group is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, First Midwest Group will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

REVIEW / APPROVALS:

Employee

Date

Supervisor

Date

Human Resources

Date