



JOB POSTING

ACQUISITION ASSOCIATE

North Park Ventures | Chicago, IL or Miami, FL

NPV is seeking an Acquisition Associate with at least 3 years of experience. The role works directly with senior leadership and across teams to source acquisition opportunities, underwrite and model deals, create offering memorandums and financial presentation materials, and lead due diligence efforts.

Responsibilities

- Secure new acquisition opportunities through networking, prospecting, and existing relationships
- Establish and maintain a full acquisitions pipeline with detailed information for each opportunity
- Underwrite and model new acquisition opportunities using Excel
- Lead due diligence efforts on secured acquisitions
- Research new markets, conduct rent and sale comparable studies, and analyze demographic trends
- Facilitate the composition of marketing materials for new investment opportunities, including executive summaries and offering memorandums

Required Skills

- Strong analytical skills and problem-solving ability
- Adept written and oral communication skills
- Solid understanding of real estate principles, including property types, market dynamics, supply and demand drivers, and investment strategies
- Keen attention to detail, particularly in reviewing due diligence materials
- High-caliber organizational skills to manage multiple projects and meet deadlines
- Ability to work effectively in a team environment, collaborating across departments
- Accountability for deliverables and deadlines, sound judgment under regulatory and compliance requirements, and directness in flagging issues early

Compensation and Benefits

- An entrepreneurial team culture that provides a sense of camaraderie and belonging
- A competitive pay structure that recognizes and values your contributions
- Annual bonus incentive to reward your achievements
- Unlimited PTO to disconnect or celebrate life milestones
- Paid holidays, including your birthday, to disconnect and celebrate
- Robust health insurance package provided through BCBS (Eligibility begins at 30 days of employment)

Qualifications

- Bachelor's degree (preferably finance, marketing, or sales)
- Relevant work experience demonstrating a high aptitude for financial analysis and data interpretation
- Proficiency in Microsoft Office and related tools for investment valuation and reporting
- Based in Chicago, IL or Miami, FL, or willing to relocate

Contact

To apply, send your resume to careers@northparkventures.com.

Due to the volume of resumes, we may not be able to respond to each applicant.

NORTH PARK VENTURES

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NorthParkVentures.com