



Summer 2018

Focus Property Group

Position Title: Real Estate Intern
Address: 3000 Lawrence Street
City: Denver
State: CO
Zip: 80205
Paid Position: Yes
Deadline to Apply: March 16, 2018

Overview

Focus Property Group (FPG) is a real estate acquisition, development and management firm in downtown Denver. Our portfolio includes about three dozen properties in four states with a market value exceeding \$125 million. We specialize in emerging neighborhoods in and around the urban core. Our retail and office redevelopment projects breathe new vibrancy into neighborhoods by infusing industrial properties with new life and reawakened character. Past and current projects include green self-storage facilities, retail stores, a 233-room downtown hotel, a senior living community, and a 66,000 square foot coworking space.

Describe the value of the proposed Internship to the Agency/Firm

We are expanding our portfolio and actively taking on new opportunities. The intern will help primarily alongside the Asset Manager and Community Managers of the coworking space, Enterprise Coworking. Being our newest open project they will take a key role in helping to perform market research, marketing campaigns, and reaching out to new potential members (tenants). Additionally, assist the Asset Manager by performing market research in various property asset categories and evaluating basic financial models to determine feasibility. Attend property showings and update listings. Attend bi-weekly networking events and monthly neighborhood meetings. In addition, the intern will help with general office tasks and duties as needed.

Describe the value of the proposed Internship to the Intern

We are a small company and very entrepreneurial. The intern will dive in to our projects and gain first-hand knowledge of Denver's real estate development market. We hope to challenge our intern and give him/her increasingly complex tasks as the summer progresses. You'll also be able to shadow the developers at meetings with architects, contractors, city officials, tenants, lenders and more to learn the inner workings of real estate development – a complex and



Summer 2018

multi-disciplinary field. Our office environment is casual. Our office is located within Enterprise Coworking which provides the latest technology and lots of opportunities for networking. Located in River North (RiNo), one of Denver's coolest neighborhoods with new restaurants, coffee shops and bars seemingly opening each week. We are a quick and easy bike ride from the center of downtown, and we'll provide the intern with a B-Cycle bike sharing membership so you can get back and forth to the office and explore the rest of downtown Denver.

Job Description

The intern will report to the Asset Manager, but will work closely with the rest of our executive team, including our President and Vice President. Hours are 8am-5pm Monday-Friday. The intern will be doing a lot of project based work and will be interacting directly with tenants or vendors. Excellent communicative skills, writing and research skills and knowledge of Microsoft Excel are essential. A background in marketing, finance, or real estate is a plus, but we are happy to train the right person. More important is a passion for the urban built environment and a desire to learn about the real estate development world first hand in Denver.

Management Goals

Supervisor works full time and will give periodic feedback. As the internship is limited in terms of time, we do not anticipate formal reviews midway through the summer. The intern will become as integrated into the organization as his/her skills and passion will allow.

Special Job Requirements

Microsoft Excel and Google Drive programs are important. Excellent written and oral communication skills are important. We'll provide a B-Cycle bike sharing membership so you can get into work, but a car may be helpful to get around town or get into the office when it is raining.

Important:

Despite the deadlines posted here, applications are reviewed on rolling basis and hiring can occur once the right candidate is found, so apply as soon as you know you want to pursue this opportunity. Cover letter and resume should be uploaded and submitted through your school's career portal.

Please address cover letter to:



Summer 2018

Katie Vaughan
Focus Property Group
3000 Lawrence Street
Denver, CO 80205