



Vertical Bridge Job Description

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| Job Title: | Real Estate Development Analyst | Date: | 9/01/2017 |
| Department: | RE Development | Location: | Boca Raton |
| Reports To: | Vice President RE Development | FLSA Status: | Exempt |

Summary:

The Real Estate Development Analyst is an entry-level position responsible for all business development activities in the marketing, reviewing, analyzing, and negotiating of VB Ground Lease Buy Out (GLBO) properties. This position will assist with the GLBO efforts in securing perpetual easements for VB's existing tower portfolio.

Job Functions:

1. Assist and build the GLBO program including all business development materials and workflow systems
2. Initiate conversion of ground leases to structured payout or lump sum payment with VB landlord's through phone, email, and mail
3. Negotiate and secure purchase agreements of a perpetual easement with VB landlords
4. Coordinate the process to ensure that all documents are received and processed prior to closing
5. Assist with integration of acquisitions with Asset Management and Finance departments
6. Maintain and build Salesforce database for tracking all VB landlords and ensure database is shared with Asset Management to ensure consistent communications between departments
7. Negotiate lease end term extensions and right of first refusal (ROFR) agreements on VB's leased tower portfolio
8. Assist with the implementation of process improvements of the GLBO workflow and gather feedback from internal VB departments
9. Coordinate with internal VB departments to ensure adequate information regarding acquisitions is provided on a timely basis
10. Assist the Vice President of Real Estate Development on special projects and other duties as assigned

These job functions are representative of tasks accomplished by incumbents. The list is not exhaustive; incumbents perform other job-related tasks.

Supervisory Responsibilities:

None

Working Conditions and Physical Demands:

Position will work directly from the corporate office.

Education and Experience:

1. Four-year degree required, preferably in Business or other related field. MBA is preferred.
2. Experience with real estate, tower operations and/or other wireless communications, preferred
3. Prior experience working with Salesforce or similar database management system, preferred
4. Proficient user of MS Office suite products and expert user of MS Excel
5. Strong written and oral communication skills, including the ability to present ideas and suggestions clearly and effectively and to work with internal and external customers
6. Effective in an entrepreneurial culture, working independently and as part of a team

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