

Internship Location:

Northwood Office's headquarters in Charlotte – some travel at company expense may be required

Internship Timeline:

Summer 2020 – June 1 to August 9

Firm Overview:

Charlotte-based Northwood Office was established by Northwood Investors LLC – a privately held, global real estate investment and management firm with \$7.4 billion of assets under management – to provide a complete approach to fulfilling office space needs. Offering best-in-class services in commercial development, leasing and property management, Northwood Office is committed to creating and sustaining work environments that inspire by focusing on enhancing quality of life, productivity, flexibility and community.

Office Development Analyst Internship Overview:

The intensive, ten-week paid internship program is designed to challenge and professionally develop interns with tangible experience in office development and leasing. As an applicant selected for the program, you will:

Be set up for success

The program kicks off with Northwood Office's Internship Training Program, an intensive two-week course that immerses interns in the fundamentals of commercial real estate and use of industry-standard software

Learn our business

Be fully integrated into development and leasing team operations with a mentor assigned to guide you throughout the internship

Get hands-on

Gain transaction and operations experience in a fast-paced and challenging environment

Make an impact

Contribute directly to the success of Northwood's business plan by collaborating with the development, leasing and investment teams on complex projects and deal opportunities

Show us what you know

Demonstrate what you've learned by presenting a capstone project of your choosing to senior leadership

Responsibilities:

- Support complex transactions and development projects, including live deals
- Research markets, properties, companies and industries
- Perform market surveys, financial analysis and proposal and lease reviews
- Track and report on economic and demographic trends, office development activity and notable transactions
- Assist with preparation of annual budgets
- Participate in development and leasing presentations and tours with clients, investors and senior leadership
- Attend local industry and company events

Qualifications/Education/Experience Required:

Typical candidate profile:

- Students in their penultimate year of university (undergraduate or master's programs)
- Recently graduated university students
- Transitioning military veterans

The ideal candidate will demonstrate the following:

- Curiosity and a burning desire to learn the commercial real estate business
- Focus, enthusiasm, discipline and grit
- Track record of exceptional performance and ability to deliver high-quality projects on time
- Highly organized with keen attention to detail
- Leadership ability and experience working in a team environment
- Professional demeanor and maturity