



**Job Title:** Real Estate Acquisition Manager

**Reports To:** Director of Real Estate

### **Job Summary:**

---

Bluestone Partners is seeking an exceptional professional to serve as our Real Estate Acquisition Manager. Bluestone works on behalf of real estate investment groups/funds and high-net-worth individual clients. Our goal is to present opportunities for the acquisition and disposition of properties for the company and our clients. Bluestone achieves its goals through the organization and understanding of multiple markets and multiple property types. The Real Estate Acquisition Manager is responsible for identifying, researching, underwriting, investigating, qualifying, and managing real estate transactions.

### **Responsibilities:**

---

- Network with brokers, developers, engineers, planners, municipalities, and landowners for new acquisition opportunities.
- Assist in identifying compelling commercial real estate acquisition opportunities
- Strategically select new markets or property types to pursue
- Compile, analyze and evaluate market and industry data/trends to frame the team's viewpoint on the appropriate risk/return metrics for new opportunities
- Perform preliminary due diligence and underwriting to determine the viability of each deal and communicate potential concerns and solutions
- Contribute to the preparation of investment presentations
- Assist with preparing loan application packages, offering memoranda, investment summaries, and quarterly reports
- Work with legal, accounting, leasing, development, finance, and property management
- Accurately research tenant and company information, including parent companies, franchisees, equity partners, and others
- Track comparable property sales, available properties, and lease rates
- Other duties as needed and assigned

### **Skills/Qualifications:**

---

- Bachelor's degree with a preference of heavy course work in Finance, Economics, Real Estate, or General Business
- Minimum 3 years' experience focused on equity investments or real estate management in the US real estate market
- Experience with various commercial real estate property types
- Strong understanding of real estate markets in Texas
- Self-motivated with a strong work ethic
- Highly developed analytic, research, and written/oral presentation skills
- Detail oriented with the ability to organize and prioritize projects
- Responsive to client and company needs
- Proactive and solution-oriented
- Able to adapt quickly to incorporate new information into property evaluations