



Position: Analyst

Division: Capital Raising

Location: New York, New York

Reporting to: Jennifer Wildeman

Summary

The Analyst plays an integral role in capital raising and client services. The Analyst will be involved in all facets of capital raising and client services. The role will entail direct involvement with the capital raising team's senior and junior professionals and as well very frequent and direct involvement with the Managing Partners of the firm. The ideal candidate will have strong analytical skills. This role reports to the Jennifer Wildeman, Managing Director, Capital Markets and is headquartered in New York, New York.

Responsibilities:

- Provide distribution support to senior members and track communication in the CRM.
- Assist in the creation, maintenance and distribution of marketing and investment reporting materials relating to the firm and firm investment vehicles.
- Perform special projects for the client solutions team as requested, including more data-oriented and technical tasks.
- Respond to requests from external sources such as clients, consultants and prospective clients requiring data-related information and written material on the firm and all investment products.
- Maintain/update repository of data, charts, graphics, presentations and written responses to be used for various marketing needs.
- Apply Excel knowledge and investment acumen to aggregate and manipulate data to create various performance exhibits and graphs that articulate the firm's key messages.
- Assist in the production of quarterly client reports including the creation of graphs and checking of data.
- Update online consultant and third-party databases with firm and investment information.
- Develop an understanding of all the firm's investment strategies to support the creation and update of marketing and client service materials.
- Update marketing and client service presentation books as well as content on the firm's investor portal on a regular basis.

Skills:

- Four-year college degree.
- One to two years' of experience preferably in a related field of financial services, investment banking, investing, and/or marketing for a finance-related firm.
- Extreme attention to detail.
- Ability to create polished, high quality outputs using Microsoft Word, PowerPoint and Excel.
- Verbal, written communications skills and an ability to work with all levels of internal staff.
- Strong problem-solving and organizational skills; must be able to multi-task and manage priorities.
- Demonstrated resourcefulness and initiative.
- Ability to work in a team-oriented culture and maintain a high-level of communication.



- Strong math skills and the ability to graphically represent data and investment concepts.
- Must have drive to learn all aspects of business and ability to learn new skills quickly.
- Experience in real estate sector preferred, but not a requirement.

Compensation: As an equal opportunity employer, Acore Capital offers a competitive benefits package and salary/bonus commensurate with experience.

To apply: Please submit your resume as a PDF attachment to careers@acorecapital.com with the subject line 'Analyst – Capital Raising'.

About Acore

Acore Capital is the largest solely dedicated real estate private credit manager, exclusively focused on transitional commercial real estate lending. With offices in San Francisco, Los Angeles, Dallas and New York, the firm specializes in structuring competitive, customized financing solutions for large, complex transactions across the US real estate market. Acore's four Managing Partners have worked together for over twenty years originating thousands of loans, totaling over \$50 billion, through three market cycles. Acore was formed in 2015 and has grown to \$17bn of total AUM and 100+ professionals all while maintaining an entrepreneurial culture with an institutional approach.