



Organizational Support Specialist and Junior Associate

A vertically integrated real estate development and fund management firm seeks help in its Albuquerque office to manage day-to-day operations. This role is a fit for anyone seeking private equity, real estate, and finance experience. Entrepreneurs and self starters will succeed.

The \$50M self storage private equity real estate development fund is managed out of Albuquerque and has recently been featured in The Wall Street Journal, The New York Times, and NPR. The company has offices in Chicago, Connecticut, and soon-to-be Denver.

This role will provide the following career skills and experience:

- Work directly with the executive team under active mentorship
- Basic and intermediate accounting skills including reconciliations, budgeting, and reporting
- How to use/navigate various accounting software applications including Sage and Yardi
- Intermediate Excel functions
- Office management
- Travel logistics

Additionally, this role will have exposure to the following:

- Multi-million dollar private equity fund management
- Investor relations
- Marketing
- Land and building purchase and sale
- Real estate development
- Complex legal agreements
- Corporate insurance
- Complex financial modeling
- How to operate a business with multiple legal entities

Email Martha Hargrove, Executive Vice President, at martha@dxd.capital for more information and to apply.