



Rieth Jones Advisors (RJA) is seeking an Associate to join their advisory practice in Columbus, OH or Charlotte, NC.

RJA is seeking an Associate to join our advisory team in Columbus, OH, or Charlotte, NC, with an immediate start date. This role will be instrumental in providing tailored advisory services across diverse projects, encompassing strategic planning, financial and business operations analysis, real estate transaction execution, and facilitating public-private partnerships (“P3”), among other areas. The role requires a strong combination of technical, strategic, and managerial thinking and effective communication skills across mediums.

About Rieth Jones Advisors

RJA was founded with the intent to do things differently. We are a collective of individuals who are self-starting, motivated, energetic, entrepreneurial, and passionate about what we do. Our unwavering commitment to excellence is made possible by our robust team of subject matter experts in real estate, finance, operations, design, construction, and infrastructure, who bring a wealth of knowledge and experience to each project.

RJA provides a unique offering of strategic planning and advisory services to position higher education institutions to solve complex financial, operational, and real estate challenges. We embrace the opportunity to work with our institutional partners as one team to advance their goals through a customized hands-on process. We work with numerous assets, including student housing, athletics, student life, academics, parking, utility systems, administrative, and related facilities. With more than 175+ clients across 33 states, the RJA team has planned \$13+ billion in capital projects and executed \$1.5+ billion in P3 transactions. We provide value in every interaction, driving exceptional results for our institutional partners.

Core Responsibilities of the Associate

- **Collaborate with RJA Team Members:** Collaborate closely with the RJA team to gain a deep understanding of our existing advisory processes. Implement best practices to enhance the efficiency and effectiveness of our firm’s offerings, management, and overall performance.
- **Serve as the primary qualitative and quantitative lead** for various projects ranging from initial market analyses to full-scale, complex capital projects.
- **Diverse Task Execution:** Execute various tasks, including but not limited to:
 - Developing and managing project timelines
 - Conducting focus groups
 - Conducting market research
 - Developing surveys and analyzing data
 - Performing operational, physical, and financial due diligence
 - Developing economic models
 - Conducting site assessments
 - Engaging in space planning and programming
 - Reviewing documents such as research reports, master plans, economic models, procurement documents, project budgets, design documents, legal agreements, etc.
 - Managing and collaborating with institutional partners
 - Developing and delivering presentations to institutional executives
 - Creating and maintaining documentation through memo and report writing
- **Administrative Responsibilities:** Additionally, you will be responsible for:
 - Collaborating with the RJA team to establish standards, processes, and procedures for team-wide implementation, ensuring alignment and protection of both our interests and those of our institutional partners.
 - Participating in firm growth efforts, including recruiting, interviewing, and engaging with professional staff to expand our team.
 - Supporting RJA staff development and marketing activities to promote firm growth.
 - Working closely with the RJA team to execute existing projects and identify new opportunities



- nationwide.
- Traveling to different campuses, as needed, to support our institutional partners and lead in-person meetings when requested or required.
- Fulfilling any other duties assigned with the same level of dedication expected of all RJA team members.

Qualifications

- **Educational Qualifications:** A bachelor's degree in finance, real estate, business, or a related field is required.
- **Personal Experience:** Candidates with experience in advisory/consulting, commercial real estate, real estate finance, P3 advisory, or space planning preferred. Proven experience with complex real estate advisory and economic modeling assignments is highly valuable.
- **Strong Work Ethic:** Demonstrate a dynamic work ethic and self-motivation to continually pursue excellence.
- **Financial Modeling Skills:** Strong financial modeling skills in real estate and project finance.
- **Entrepreneurial Spirit:** Exhibit an entrepreneurial mindset, with the ability to prioritize multiple tasks and manage time effectively.
- **Consultative Skills:** Possess strong consultative and facilitation skills, with experience working collaboratively with internal or external parties.
- **Team Player:** Display strong teamwork and collaboration skills, including the ability to collaborate virtually with colleagues in various locations.
- **Analytical Skills:** Can distill research data and analyses into clear, actionable recommendations and results, with a focus on effective storytelling.
- **Communication Skills:** Exhibit excellent written and verbal communication skills with strong interpersonal skills to interact with stakeholders at all levels of the organization.
- **Travel Flexibility:** Be open to travel as needed to fulfill job requirements.

Why RJA

- RJA offers competitive pay based on experience and qualifications.
- This position is eligible for quarterly performance-based bonuses up to 20% of the base salary and an annual bonus.
- RJA offers various employer-sponsored health, vision, and dental insurance options and provides a 50% cost share of the premiums.
- 401(k) plan, including company matching.
- Generous PTO, holidays, and parental leave.
- Flexible work environment.
- Annual vacation stipend.
- Annual team trip and inter-office travel.

Interested candidates can apply by sending a resume and cover letter to kyle@riethjones.com.