



Rieth Jones Advisors (RJA) is seeking a Senior Advisor and/or Associate Director to join their team in Columbus, OH; Charlotte, NC; or Chicago, IL.

To apply, email resume and cover letter to recruiting@riethjones.com.

RJA seeks to expand our team by welcoming a Senior Advisor and/or Associate Director. The position is open to candidates in the following locations: Columbus, Chicago, Charlotte, New York or Atlanta. This role will be instrumental in providing tailored advisory services across a diverse spectrum of projects for higher education institutions, encompassing strategic planning, financial and business operations analysis, real estate transaction execution, and the facilitation of public-private partnerships (“P3”), among other areas. This position is uniquely structured to work directly with the firm's senior leadership. 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 assets, including student housing, athletics, recreation, dining, academics, parking, utility systems, administrative, and related facilities. Having served more than 200+ clients nationwide, the RJA team has planned \$14+ billion in capital projects including \$2.7+ billion in P3 transactions. We provide value in every interaction, driving exceptional results for our institutional partners.

Core Responsibilities

- **Collaborate with RJA Team Members:** Collaborate closely with RJA leadership team and current team members to gain a deep understanding of our existing advisory processes. Work with senior leadership to implement best practices to enhance the efficiency and effectiveness of our firm’s offerings, management, and overall performance.
- **Diverse Task Execution:** Execute various tasks, including but not limited to:
 - Evaluating real estate development opportunities through research and market analysis, surveys, demand analysis, and pro forma development
 - Developing economic models for various asset types including student housing, workforce housing, mixed-use development, hospitality and office
 - Drafting developer solicitation documents such as RFQ, RFP and term sheets
 - Reviewing documents such as research reports, master plans, economic models, developer proposals, project budgets, design documents, legal agreements, etc.
 - Applying AI practically to accelerate problem solving and technical analyses
 - Supporting negotiations of transaction documents
 - Managing relationships with institutional partners
 - Developing and managing project timelines
 - Creating presentations, reports and memos to support viable real estate strategies
 - Leading meetings and presentations with our institutional partners virtually and in-person
- **Mentor Associates:** Guide and mentor a team of Associates across a diverse range of projects, including initial market analyses and complex real estate development projects.
- **Administrative Responsibilities:** Additionally, you will be responsible for:
 - Collaborating with the RJA leadership 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.
 - Supporting firm growth efforts, including recruiting, interviewing and marketing.



- Participating in internal strategy development and RJA organizational initiatives.
- Working closely with the RJA team to execute existing projects and identify new opportunities nationwide, occasionally requiring travel.
- Traveling to different campuses, as needed, to support our institutional partners and participate in in-person meetings when requested or required.
- Fulfilling any other duties with the same level of dedication expected of all team members.

Qualifications/Desired Background

- **Educational Qualifications:** A bachelor's degree in finance, real estate, urban planning, economics, or a business-related field is required, with a preference for an MBA/master's in real estate, business, or a related field.
- **Work Experience:** Candidates should have at least 5 -10+ years' experience in higher education or real estate development advisory/consulting, real estate finance, or P3 advisory. 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.
- **Problem Solver:** You are regarded as a problem solver.
- **Entrepreneurial Spirit:** Exhibit an entrepreneurial mindset, with the ability to prioritize multiple tasks and manage time effectively.
- **Communication Skills:** Exhibit excellent written and verbal communication skills with strong interpersonal skills to interact with stakeholders at all levels of the organization.
- **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.
- **Financial Modeling Skills:** Strong financial modeling, both real estate finance and project finance.
- **Travel Flexibility:** Be open to travel as needed to fulfill job requirements.

Why RJA

- RJA offers highly competitive pay based on experience and qualifications.
- This position is eligible for quarterly performance-based bonuses, totaling up to 20% of the base salary annually. An additional annual bonus is also included in everyone's compensation packages.
- RJA provides various employer-sponsored health, vision, and dental insurance options and 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
- Biannual in-person team meetings and inter-office travel

Interested candidates should include a one-sentence statement at the end of your cover letter describing how you prepared it (e.g. independently, with peer feedback, with AI assistance).

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