Basis Investment Group is seeking an intern to work within its loan originations, underwriting and investor relations/marketing teams. The intern will assist the teams in, among other things, sizing, underwriting, and closing commercial real estate ("CRE") loans. The intern will also assist the team in marketing and advertising promotional activities (e.g. social media, direct mail, email and web site development and management). Basis Investment Group is a New York based multi-strategy CRE investment platform that originates and securitizes fixed and floating-rate senior mortgages, invests in subordinate debt including mezzanine loans, B-Notes and preferred equity, and opportunistically buys CMBS tranches including B-pieces and performing & distressed whole loans. Since inception in 2009, Basis has closed approximately $9.6 billion in CRE investments and has participated in 35 CMBS/CLO transactions. In addition, with 75+ years of collective debt and equity experience, the key members of the Basis management team have originated and closed more than $30 billion of CRE investments.

JOB SCOPE & RESPONSIBILITIES:

- Work directly with members of Originations, Underwriting - Loans are secured by all property types (including multifamily, office, retail, industrial, manufactured housing, hotel, self-storage, and independent living facilities) with loan sizes ranging from $2.5 million to $75 million. Intern will assist in the following activities:

    - Reviewing broker and borrower loan packages
    - Creating loan sizing templates and deal summaries
    - Interfacing directly with brokers and borrowers
    - Managing pipeline of CRE loans
    - Assisting senior underwriter in underwriting and closing of CRE loans
    - Assisting in loan securitization process

- Work directly with members of Investor Relations/Marketing

    - Support the marketing team in daily administrative tasks.
    - Assist in marketing and advertising promotion activities (e.g. social media, direct mail, email campaigns, website content management and development)
    - Support and maintain social media channels, measuring and creating campaigns within the channels
    - Aid in developing and implementing SEO strategy.
    - Help build inbound organic search traffic and improve search engine result pages
    - Participate in promotional planning and idea generation
    - Maintain calendars and schedule deliverables
    - Basic HTML & front-end development
    - Research keywords (Keyword Research, campaign management, and tagging)
    - Prepare promotional presentations
    - Help distribute marketing materials
    - Manage and update company database and customer relationship management systems (CRM)
    - Help organize marketing events

REQUIRED SKILLS & KNOWLEDGE:

- Desire to learn and grow within the real estate finance industry
- Proficiency in Microsoft Office Excel
- Good knowledge of MS Office and Power Point

- Solid understanding of different marketing techniques including some understanding of simple website development
- Prowess in social media
- Excellent verbal and written communication skills including grammar and proofreading
- Good organizational skills and ability to multi-task
- Good interpersonal and communication skills
- Self-motivated worker with the ability and flexibility to work in a dynamic, team setting as well as independently

Those interested can email employment@basisinvgroup.com or ghaughey@basisinvgroup.com

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Basis Investment Group is a proud signatory of the UN-backed Principles for Responsible Investment (PRI).