



Sunrise Capital Investors is a boutique private equity real estate investment firm based out of Clearwater, FL. The firm's investment strategy is to acquire, improve, and operate Manufactured Housing Communities. Our target market is nationwide with particular focus on the Eastern US. Sunrise Capital Investors uses a niche acquisition strategy that capitalizes on targeting off-market properties by utilizing our proprietary database of owners and various methods of strategic contact and follow-up which provides us a direct line of contact with the owners in a non-competitive environment. This provides the unique advantage to uncover highly profitable opportunities before our competitors.

The company is on pace to double in size over the next 6 months and will continue its fast-paced growth trajectory into next year. Much of our growth can be attributed to our hosting two top-ten real estate investing podcasts on the iTunes platform – 'Real Estate Investing for Cash Flow with Kevin Bupp' and 'The Mobile Home Park Investing Podcast'. Our popular podcasts teach listeners how to successfully invest in mobile home parks to build steady streams of passive income. We share insights on how to target quality markets, develop solid deal-flow, negotiate great terms, acquire solid assets, and manage mobile home parks of your own. We also bring on industry experts who openly share their experience and wisdom they have garnered over many years of experience in the niche. Our goal is to make every listener a better mobile home park investor. As we scale, we need to onboard additional talent to help facilitate our growth. As such, our team is seeking a highly-motivated individual to join our team as an **Operations Associate**.

Job Description:

Sunrise currently seeks an Operations Associate to join the corporate office, based in Safety Harbor, FL. The Sunrise team purchases value-add properties. The Operations Associate enables Sunrise to achieve its strategic and business goals by helping to successfully on-board new property acquisitions. The Operations Associate will help facilitate the execution of each property's business plan, ultimately creating value by driving sweat equity. The ideal Operations Associate is a team player intent on implementing best-in-class systems and processes, which ultimately drive operational portfolio inefficiencies. Associates will participate in all aspects of real estate management including (but not limited to) due diligence, valuation, post-acquisition transition, & ongoing property management operations. Due to the relatively small size of the group, the Operations Associate will have the opportunity to work closely with all members of the organization and will assume integral roles on the team.

Roles & Responsibilities:

- Perform fieldwork, data collection and analysis during due diligence;
- Conduct on-site due diligence
- Preparing investment decision models/reports.
- Assist with the execution of the 100 day/on-boarding plan & value creation plan.
- Works closely with cross functional teams (sales, finance, marketing) and external parties (owners, brokers and property managers) to assist in executing the company's goals and objectives.
- Produce & maintain meticulous records, spreadsheets, reports and scorecards for both internal and external stakeholders
- Assist in identifying and executing ad hoc special projects to enhance processes and efficiencies of the portfolio and the operations team capabilities
- Building and maintaining scorecards/KPIs to monitor the ongoing performance of the portfolio

Critical Skills

- Ability to produce high-quality, detailed reports
- Analytical, project management and problem-solving skills
- Ability to cultivate strong relationships with external parties and vendors
- Self-starter, with proven ability to be resourceful
- Experience in improving and streamlining processes
- Strong oral and written communication skills
- Ready and capable to take ownership of tasks that help support all departments
- Strong interest and/or curiosity about the asset management industry
- Must have the ability to clearly articulate and present ideas both in written presentations and orally to senior management as well as outside audiences
- Must be a team-player and relationship-builder who is solutions-oriented
- Must have a professional, positive demeanor

Education

- Bachelor's degree (or significant coursework) in business, real estate, finance, or project management preferred
- Two+ years in real estate or management operations experience preferred



Compensation

- \$50,000 Annually + Performance Bonuses
 - Medical, Dental, Vision Benefits available
 - 401k Match Available
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