

Semester Intern Fellowship

Job Summary: The Company is looking for a qualified intern to join our boutique real estate development and advisory firm. The internship will provide broad exposure, and hands on experience in all aspects of real estate development and construction. The intern will be asked to be involved in minor project management responsibilities, assist with spreadsheets and project financial pro formas, strategic analysis of complex real estate issues and work on multi-faceted project teams working on complex development projects. At the end of the internship, the intern will have gained a broad experience in the various aspects of real estate development.

Description of Responsibilities: Become a vital member of the DaVinci Development Collaborative team. We are a small group of diverse thinkers who thrive on creative solutions to complex real estate development problems. Your main responsibility will be to actively contribute to the Company with an open mind and the willingness to work hard and learn. This internship is meant to be a hands on, immersive experience where both the individual and the Company have a mutual learning experience.

Specifically, the main responsibilities are as follows:

- Participating in project and staff meetings and taking notes of record. We are looking for fresh ideas, voices, perspectives, and questions and look forward to hearing yours.
- Researching aspects of current and potential projects. This may include diving into the history of Atlanta, or creating Google Earth layers to closely examine parcels that make up a development area or performing/analyzing market research information on target markets and projects.
- Excel Spreadsheet analysis. On each project, the Intern will work with various Excel Spreadsheets to track and analyze data; ranging from database functions, budgets and overall financial analysis.
- Desktop Publishing and PowerPoint: Gather a variety of image data from multiple sources (internet, designers, consultants, governments, contractors) to be able to develop sophisticated PowerPoint and printed presentations for current and potential clients. This may include developing presentations for a client meeting or helping to design a response to an RFP.
- Working with the project teams by processing invoices received from vendors and batch for payment by accounting, including operating expense and job cost coding. Track payment status and assist project management with overall job cost tracking. Also assist in preparing expense reports.
- Managing project deadlines, prioritizing assignments, providing recommendations and effectively communicating updates.
- Monitoring, expand and updating our social media and web pages.

Additional duties include:

- Handling sensitive and confidential information
- Printing, copying, scanning, and distributing documents as required
- Proof reading documents

Position Requirements

- Applicants should be real estate, urban planning or business majors
- Full knowledge of Microsoft Office programs, with particular expertise in Excel and PowerPoint,
- Sensitivity to urban design challenges and a fundamental understanding of the nature of project management work.
- Attention to detail, the ability to multi task and excellent communication skills are essential to this position.

This position reports to the Associate Development Principal

About [DaVinci Development Collaborative, LLC](#).

DaVinci Development Collaborative, LLC (DaVinci) is a boutique real estate advisory firm located in Atlanta, Georgia. DaVinci was founded in 2014 with the underlying thesis to take real estate development to a more thoughtful and disciplined platform. Today, DaVinci has grown to a strong team that represents clients with a range of expert services including development advisory and management, community engagement, as well as cultural management services. The firm functions as an owner's representative, providing oversight for the lifespan of development projects lending a strategic developer's perspective. Its Principals have successfully developed nearly \$2billion (more than \$1billion in Metro Atlanta) of highly visible and sophisticated commercial real estate development projects throughout the United States. DaVinci proudly serves owners in ways that extend far beyond real estate development. DaVinci realizes the vision of each client project by consistently delivering on the details.

Please submit applications and interest to: tspearman@davinci-dev.com.