

Request for Proposal (RFP) for Mentee for Iron District Project

Bear Development and the Hispanic Collaborative seek a mentee to join our team for the Iron District mixed-use development. Our organization is a well-established and reputable real estate development company with extensive experience in mixed-use commercial developments. We are looking for a mentee who is passionate about commercial real estate, eager to learn and grow in this industry, and can share their connection and knowledge of the Latino community in the region to add to the success of this project.

Scope of Work: The selected mentee will work alongside our experienced real estate professionals and gain exposure to various aspects of commercial real estate development. The mentee may have exposure and/or responsibility in many areas of development, including:

1. Assisting in property analysis, market research, and financial modeling
2. Supporting the development and implementation of project plans and budgets
3. Participating in site visits, property inspections, and due diligence processes
4. Assisting in negotiating contracts and managing relationships with contractors, vendors, and other stakeholders
5. Supporting the team in preparing project proposals and presentations
6. Learning and implementing best practices in project management, real estate finance, and industry trends

Qualifications: The ideal mentee candidate should possess the following qualifications:

Individuals:

1. Bachelor's degree in Real Estate, Finance, Business, or related field OR 5+ years equivalent working in banking, property management, construction, or other fields closely related to CRE
2. Strong analytical skills and financial literacy capabilities
3. Excellent written and verbal communication skills
4. Proficiency in Microsoft Excel, PowerPoint, and Word
5. A strong work ethic and a desire to learn and grow in the commercial real estate industry.

Company/Organization/Entity:

1. Strong reputation and skill in your area of expertise
2. Financially sound organization
3. Experience with supporting industries such as architecture, construction, finance, planning, housing, retail, etc...
4. Strategically align to add value to your organization by expanding into CRE

Proposal Submission:

Interested candidates should submit a proposal that includes the following:

1. Cover letter highlighting why you are the ideal candidate for this opportunity.
2. A 500-word or less statement outlining your interest in commercial real estate, the Iron District project, this mentoring opportunity, and how it relates to your future goals and aspirations in CRE.
3. Resume/CV/Company History outlining your qualifications, experience, and relevant skills.
4. Two references who can attest to your work ethic and ability to learn and grow in a fast-paced environment.

Selection Criteria:

Proposals will be evaluated based on the following criteria:

1. Academic and professional qualifications (20%)
2. Relevant work experience and skills (20%)
3. Passion for commercial real estate and desire to learn and grow in this industry (40%)
4. References (20%)

Deadline for Submission:

All proposals must be submitted by Thursday, November 16, 2023, at 5:00 pm. Proposals should be submitted via email to dsantos@mmac.org.

We look forward to receiving your proposal and welcoming a passionate and dedicated mentee to the team.

For further information or clarification, please contact Nancy Hernandez at nhernandez@mmac.org.

