



GLADSTONE MANAGEMENT

POSITION DESCRIPTION AND CANDIDATE SPECIFICATION

Position Title: Managing Director – Real Estate
Company: Gladstone Management Corporation is the investment adviser to Gladstone Commercial Corporation a REIT
Location: McLean, VA
Reports To: CEO, Chairman
Salary: Commensurate with Experience (call HR for more information)

Education

Required: BA or BS, College degree from a good university

Desired: Degree in Finance or Accounting

Desired: MBA

Desired: Education in real estate

Experience/Skills

Required: Substantial Real Estate experience acquiring commercial and industrial real estate. This person must have senior experience working for a REIT or a private investment group and have substantial experience in commercial and industrial real estate in the United States.

Required: Must have had management experience and professionals reporting to the candidate

Required: Strong knowledge of the values of commercial and industrial real estate in the United States.

Required: Strong analytical ability in commercial and industrial real estate.

Required: Able to develop, communicate, and focus on key issues in complex situations.

Required: good working knowledge of Excel and Word

Required: Minimum relevant experience is 8 years

Desired: An excellent working knowledge of financial reports of tenants

Desired: Strong knowledge of sale and lease back transactions

Desired: Experience in underwriting single tenanted properties

Desired: Experience during the last real estate recession especially buying mortgage loans or properties from the Resolution Trust or failed banks and savings and loans.

Personal Attributes

- Uncompromising personal integrity.
- Tenacious in meeting deadlines, with a strong sense of urgency and good self-management discipline. Capable of working effectively under pressure.
- Organized and efficient, with good ability to define priorities; good at figuring out the processes necessary to get things done.

- Works well without close supervision.
- Good interpersonal and communication skills. Ability to work through conflicts, gain trust and persuasively influence outcomes.
- Able to adapt to differing situations and changing priorities.
- A confident, team player who listens to internal and external input but can take decisive action.

Position Responsibilities and Goals

- I. Manage real estate professionals who are helping you acquiring Real Estate
 - A. Build a portfolio of triple net leased properties in the US.
 - B. Look for additional real estate areas to invest in.
 - C. Find good real estate to buy.
- II. Develop business proposal for a geographic part of the US
 - A. Written plan of no more than five pages for the board.
 - B. Projections for the board
 - C. One page update each quarter.
- III. Over time, develop a team that looks for and acquires good real estate investments
 - Responsible for marketing to find good real estate to invest in.
 - Responsible for reviewing all new real estate investments
 - Responsible for due diligence of each real estate investment
- IV. Present acquisition to the real estate investment committee
 - A. Prepare and make presentations to the investment committee
 - B. Review all models to assure they have the correct assumptions

Benefits and Miscellaneous Information

- Retirement plans: 401K Plan, 529 College Savings Plan, Section 125 Flexible Spending Accounts and Deferred Compensation Plan
- Insurance plans: Health, Dental, Vision, Life, STD, LTD and AD&D all fully paid for by the Company.
- Leave: Vacation, Sick and Holidays (the Company holiday schedule goes by the Nasdaq schedule)
- Travel required

Company Information

Gladstone Management Corp.
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