

Manager Approval: _____
Date Signed: _____
HR Approval: _____

JOB DESCRIPTION

Job Title:	Chief Investment Officer
Division:	Corporate
Reports to:	President and CEO
FLSA Status:	Exempt
Last Revised:	05/24/2022

JOB PURPOSE:

Privately held family business with extensive assets in agricultural related real estate seeking an experienced investment management professional to diversity its portfolio. The company currently has a small administrative staff and is governed by a Board of Directors comprised of family members and independent directors. The company is in the beginning stages of executing a strategic plan to diversify the existing portfolio of agricultural land holding by liquidating underperforming acres and reinvesting in high growth income producing real estate segments as well as non-real estate assets. The company also looks to take advantage of conservation easements and other opportunities to generate reinvestment proceeds. The real estate portfolio includes agricultural land in Texas and Florida.

Responsible for overseeing existing investment and all new reinvestment opportunities. The position and investments will be guided by the “The Long-Term Strategic Investment Plan” that is approved by the Board.

ESSENTIAL FUNCTIONS:

- Responsible to acquire, learn and practice all LBI Safe Operating Procedures (SOPs) and comply with these standards as well as safety regulations pertinent to the department and job functions.
- Real Estate
 - Responsibilities include but are not limited to sourcing real estate investments by developing and executing new strategic real estate investment alternatives, designing plans to pursue the selected strategic investment initiatives, creating, and maintaining an effective acquisition team (outside real estate brokers and consultants) and managing the people, programs, and processes, related to acquiring commercial real estate.
 - Recommending financing structures, sourcing debt capital to support the activities of the real estate portfolio and overseeing the operations of the portfolio.
 - Contributing to the disposition process in terms of strategy, pricing, listings, and negotiations relative to the sale.
- Minority Private Company Investments
 - Managing the existing and new private company investments of the portfolio and accurately reporting to the CEO and the Board.

OTHER DUTIES (list below, if applicable):

- Identifies potential strategic commercial real estate investment trends and opportunities.
- Takes leadership role in future decision-making on investments.
- Creates and maintains a team of professional (internal and external) to originate, analyze, finance, close, manage, and sell real estate investments and minority equity holdings.
- Leads underwriting and due diligence activities.
- Identifies sources of debt financing relationships.
- Works with professionals to structure and negotiate real estate transaction.
- Oversees closing of transactions.
- Travel to visit investment managers and real estate investments.
- As assigned.

The characteristics described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Management has the right to assign or reassign the description to this job at any time. Page 1 of 2

QUALIFICATIONS:

- A. **Certificates, licenses, and registrations:** Valid driver’s license with insurability.
- B. **Knowledge/Skills:**
 - Knowledge of all types of real estate investments and multiple market knowledge.
 - High degree of honesty and integrity.
 - Strong work ethic.
 - A proven track record of successful investment.
 - Proven debt sourcing relationships.
 - Superior understanding of how to find structure and close profitable real estate investments.
 - Demonstrated ability to effectively delegate and to manage.
 - Ability to develop and maintain professional relationships.
 - Strong organizational and planning skills.
 - Proven leadership abilities.
 - Outgoing, business-like personality.
- C. **Education/Experience:**
 - Bachelor’s degree from an accredited institution in business administration, economics, finance, or real estate, complemented by a master's degree with an emphasis on finance, economics, or real estate, preferred.
 - CFA, preferred.
 - Minimum of 15 years related experience with a Family Office (preferred), private investor, opportunity fund, investment bank, or other opportunistic profit-oriented investment organization.
 - Experience required in leading an investment management team, writing strategic plans, locating, structuring, negotiating, and financing commercial real estate transactions, and managing and disposing of business assets. Should have a proven track record in managing a real estate business and other minority equity investments in private companies and have proven experience in managing people, programs, and processes.
- D. **Physical Demands & Work Environment:** Regularly required to stand or sit for prolonged periods of time. The individual must be able to effectively communicate and hear. Will be occasionally required to reach above shoulder level, step up on a small ladder or stool, walk on uneven surfaces, stoop, and kneel. Specific vision abilities required by this job include close, distance and peripheral vision. Will occasionally require to lift up to 20 pounds.
- E. **Other:** N/A.

JOB DESCRIPTION ACKNOWLEDGEMENT:

I have received, reviewed, and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential function described therein, under all conditions as described.

Employee: Print Name

Employee: Signature

[COPY TO EMPLOYEE AND RETAIN IN PERSONNEL FILE]