

NAIOP

COMMERCIAL REAL ESTATE
DEVELOPMENT ASSOCIATION

SAN FRANCISCO BAY AREA CHAPTER

2024 ARGUS CERTIFICATION SCHOLARSHIP

Applications due May 15th



ARGUS CERTIFICATION SCHOLARSHIP 2024

Purpose

NAIOP San Francisco Bay Area Chapter is offering a scholarship program for ARGUS Enterprise* Software Certification through the NAIOP Center for Education. This certification is often a required entry-level skill for commercial real estate analyst positions, particularly in asset management and acquisitions. It is our understanding that the high cost of obtaining this certification may create a barrier for otherwise qualified candidates who may not have the access or resources to obtain it.

Applications for the scholarship are accepted online.

The deadline to apply is May 15, 2024.

**ARGUS Enterprise is a widely used commercial real estate software for asset and portfolio management. This software enables organizations to project the performance of their commercial real estate assets throughout the investment lifecycle.*

NAIOP San Francisco Bay Area Chapter, the Commercial Real Estate Development Association, is the leading organization for commercial real estate developers, owners and related professionals in office, industrial and mixed-use real estate. The San Francisco Bay Area Chapter was founded in 1977 (originally as the Northern California Chapter) and today serves eight of the nine Bay Area Counties; San Francisco, Alameda, Contra Costa, Marin, Sonoma, Napa, San Mateo and Solano. The Chapter's membership is comprised of the Bay Area's leading owner/developers and a wide variety of service providers. The Chapter offers a full calendar of educational programs on topical issues as well as social and networking events for its 775+ members and guests.

Eligibility

- ▶ Seeking or current employment in the commercial real estate industry, especially in asset management or acquisitions
- ▶ Woman or underrepresented minority
- ▶ Currently located in the San Francisco Bay Area (or plan to relocate to the area)

Application Requirements

- ▶ Completed application form (either the online form or the following pages)
- ▶ Personal Statement about why you are pursuing a career in commercial real estate, where your interest lies within the commercial real estate industry, career plans, and how this scholarship would help you (600-750 words maximum)
- ▶ Resume
- ▶ Letter of recommendation/character reference (Optional)

Applicants will be notified by May 31, 2024 of the results of their application. NAIOP reserves the right to request a phone interview with finalist candidates.

Scholarship Recipients will receive:

- ▶ Access to complete the NAIOP Center for Education’s online on-demand ARGUS Software Certification (ASC) – Enterprise Bundle* (valued at \$1,250).* Participants may select a start date at their convenience during August 2024, and then the self-study program and online certification exam must be completed within three months of the start date.
- ▶ One year of NAIOP membership in the San Francisco Bay Area Chapter (up to \$905 value).
- ▶ Pairing with an industry professional based on your career goals from the NAIOP San Francisco Bay Area membership for a mentorship meeting.
- ▶ Access to “office hours” with **Tommy Kim, SVP** at Eastdil Secured, who oversees their San Francisco analytics pool and leads their Real Estate Finance Training Program
- ▶ Participation in a welcome meeting on **Tuesday, June 11, 2024 at 11:00am in Downtown San Francisco.**
- ▶ Participation in a check-in meeting with the scholarship committee on **Tuesday, December 10, 2024 at 11:00am in Downtown San Francisco** to make introductions and build connections.
- ▶ An article featuring the scholarship recipients will appear in the NAIOP San Francisco Bay Area online monthly newsletter. Scholarship recipients will be profiled on the NAIOP SFBA website.
- ▶ Option to participate in a self-guided ARGUS study group with fellow scholarship participants.

** Participants will have access to the course materials for three months. This package includes eight eLearning courses, Certification Manual (eBook), three-month Academic (Windows Compatible Only) ARGUS Enterprise License, Prep Exam and the ASC Exam. Upon successful completion of this exam, students will achieve certified status in ARGUS Enterprise. The certification is valid for two years and can be renewed by taking the recertification exam. The case study portion will be either, Office, Retail or Mixed-use (Office/Retail) property type.*



“The ARGUS Diversity Scholarship program provided me the opportunity to diversify my skillset as an analyst within my company. The online course provided me with a solid theoretical and practical understanding of the ARGUS software, which has allowed me to take on more responsibilities in building detailed cash flow forecasts and identifying risks within my firm’s investments. This program has also connected me with a mentor in my field and allowed me to build my professional network by attending in-person events.”

- Joan Hu, Blue Rise Ventures

Application Form

Personal Information:

First Name: _____

Last Name: _____

Phone: _____

Email: _____

Address Line 1: _____

Address Line 2: _____

City: _____ State/Prov: _____

Zip/Postal Code: _____

Are you a NAIOP member?

Yes

No

(If member) NAIOP Member ID#: _____

Demographics:

Gender:

Male

Female

Non-Binary

Prefer not to respond

(Optional) Do you identify as LGBTQ+?

Yes

No

Prefer not to respond

Racial/Ethnic Background (Check all that apply):

African-American/Black

Native American/Alaskan Native/Indigenous Peoples In Canada

Asian

Southeast Asian

Middle Eastern

Pacific Islander

Hispanic/Latino

Caucasian/White (Non-Hispanic)

Other: _____

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Age:

- Under age 21
- 21-25
- 25-30
- 31-35
- 36-40
- Over age 40

School or Employment Information:

Primary Employment Status:

- Full-Time Student
- Part-Time Student
- Employed Full-Time
- Employed Part-Time
- Seeking Employment

Name of your college/university: _____

City & State: _____

Degree: _____

Date degree awarded or expected: _____

(Optional) Additional degrees earned: _____

Title: _____

Company/Firm: _____

Personal Statement:

(600 – 750 words) Please provide a personal statement expressing the reason for your interest in this scholarship and consider addressing the following:

- What are your professional goals? Describe your interest in pursuing a career in commercial real estate; specify where your interest lies within the commercial real estate industry and your career plans.
- How will winning this scholarship assist you in attaining those professional goals?

Upload Documents:

- Resume
- Letter of Recommendation/Character Reference (Optional)

Applicant Agreement:

- I certify that all of the information provided in this application and any attached documents is true and correct. I agree that should any falsehoods be discovered I will be automatically ineligible to receive the scholarship.

Sample Letter of Recommendation

[On Company Letterhead]

[Date]

NAIOP San Francisco Bay Area Chapter
575 Market St. Suite 400
San Francisco, CA 94105

Dear Scholarship Selection Committee:

I am pleased to support [Applicant name]'s application for the NAIOP SFBA ARGUS Scholarship Program.

Body of letter:

- Identify the candidate by name and your relationship with the candidate (immediate supervisor or manager, professor or instructor, personal character reference, etc.)
- Why you're recommending them –
 - Provide details of situations in which you observed the individual and his/her/their competencies
 - Outline skills and knowledge that you are certain will help him/her/them succeed in the program

Completed letters must be submitted in one of the following ways:

- Uploaded in PDF format through the application site at <https://naiopsfba.org/resources/diversity-in-cre/argus-certification-diversity-scholarship/>
- Sent via email to admin@naiopsfba.org by May 15, 2024.