



The Young Professionals Group (YPG) is a 12-month, 70-hour education, networking, and leadership program offered by the NAIOP San Francisco Bay Area Chapter. **Designed for real estate professionals 35 years of age or younger, the program commences in September of each year.**

Graduate Perspectives

"NAIOP's YPG program gave me the unique opportunity to strengthen my leadership skills and intensely focus on my personal professional development. The program provided impactful tools for career growth while also enabling me to form deep connections with my peers and gain powerful insights from leaders in the industry"

Briana Harney
NorthMarq Capital

"The NAIOP YPG program provided a great introduction to many different areas of the commercial real estate industry. I learned many professional development skills to make me more effective in my own career. I also enjoyed getting to know other professionals at my level and beginning to expand my network."

Paul Nash, Esq.
Allen Matkins

Education on a broad range of real estate disciplines. Monthly afternoon sessions alternate between personal/professional development sessions taught by the course facilitator and real estate-related classes taught by industry leaders. Real estate topics are designed to serve as essential background to core real estate career objectives (for example, acquisition, investment sales, land planning, development, construction, capital markets/finance, architecture and space planning, asset management, etc.).

Networking sessions that provide students the opportunity to develop relationships with a peer group who will "grow" in the business together in the ensuing years, providing access to critical resources in a range of disciplines and meaningful connections that will serve them in their career growth.

Access to and training by key decision makers in the commercial real estate industry. These "career coaches" will serve as role models and mentors for the next generation of real estate business leaders.

Leadership training that will allow young professionals to develop the key business skills necessary to help them ascend to leadership positions within their respective firms as well as the commercial real estate industry.

Time Commitment

In addition to scheduled class time, participants are required to spend several hours each month outside normal business hours in preparation for case studies and group activities. An initial orientation session and team building workshop takes place during a weekend in the fall. **Attendance at the orientation session on September 16-18, 2022 and all monthly classes is mandatory for those accepted into the program.**

Selection Process

A maximum of 35 students are accepted annually for each program through a detailed application review process. The application period opens in April with applications due in late June. All applicants are notified of their status in July, and the kick-off orientation retreat occurs in September. Monthly classes are held from October through the following July, with commencement ceremonies in July. Specific program dates will be announced to successful applicants. Applicants must be members of the San Francisco Bay Area Chapter of NAIOP or must commit to join if selected for the program. All students must be sponsored by their employer and both the student and employer are required to participate in tuition fees.

NAIOP

COMMERCIAL REAL ESTATE
DEVELOPMENT ASSOCIATION
SAN FRANCISCO BAY AREA CHAPTER



Questions? Call 415-369-9625 or visit www.naiopsfba.org



Thank you for your interest in the NAIOP San Francisco Bay Area Young Professionals Group (YPG)

The YPG program assists in preparing its members for successful careers in the commercial real estate industry by providing them educational sessions across a broad range of real estate disciplines, networking sessions to grow a peer group of the industry's future stars, management training, and access to key decision makers in the Bay Area commercial real estate community.

YPG strives to achieve diversity across all areas including industry specialization, corporate representation, age, gender and ethnicity, which will offer the YPG student an opportunity to strengthen his or her individual skill sets in areas considered vital to the top real estate firms. Program members will be selected by YPG advisors who are NAIOP San Francisco Bay Area Chapter leaders representing various corporations and industry specializations.

Qualifications

- Must be a professional in the commercial real estate industry and a member in good standing of the NAIOP San Francisco Bay Area Chapter. You do not need to be a member to apply, but must join if accepted into the program.
- Must be 35 years of age or younger as of December 31, 2022.
- Must be willing to commit the time, resources and skills required for active involvement in the program including, but not limited to, attendance at all program events. Applicants must obtain explicit support of their employer for this commitment to YPG.
- Must practice high standards of professional and personal integrity.
- Must demonstrate leadership qualities and capabilities as well as positive attitudes.

Successful applicants will also likely meet the following qualifications:

- Be actively involved within NAIOP SFBA, other NAIOP Chapters, or other industry related organizations.
- Have 3+ years of relevant work experience.

Required Application Documents & Tuition

- Application Checklist
- YPG Application (includes one-page resume)
- Applicant's Agreement and Commitment
- Employer's Endorsement
- Two Sponsor Recommendations (returned under separate cover)
- Photo (submitted electronically)
- Tuition of \$3,500 (including \$3,000 from the company and \$500 from the student)
- NAIOP Developing Leader membership fees of \$300, if not already a member

Submittal Information (Applications are due by Thursday, June 30, 2022)

Apply online at www.naiopsfba.org or by submitting all signed pages of the attached application form to NAIOP San Francisco Bay Area Chapter at admin@naiopsfba.org.

The Sponsor's Recommendation must be submitted directly by the sponsor. Sponsor Recommendation form is also available online or in the attached packet. If submitted by email, please ask your sponsor to make the email subject line "Confidential" with your name. It is to be submitted under separate cover from the rest of the application documents. Information in all applications remains confidential, reviewed only by the selection committee and NAIOP San Francisco Bay Area staff. **Individual sponsors may only recommend two (2) applicants per year. If a sponsor recommends more than two applicants, only the first two received will be considered.**



APPLICATION CHECKLIST

Required Information (Candidate to complete and initial)

1. Application and Checklist (includes one-page resume)

Submitted electronically _____

2. Applicant's Agreement and Commitment

Submitted electronically concurrent with the Application and Checklist _____

3. Employer Endorsement

Submitted electronically concurrent with the Application and Checklist _____

4. Two Sponsor Recommendations

Completed by Recommending Sponsors and emailed directly to NAIOP San Francisco Bay Area. Candidate is encouraged to follow up with Sponsors to verify timely delivery of Sponsor Recommendation form. _____

5. Digital Photo of Candidate

Submitted electronically with the Application and Checklist _____

6. Commitment to Pay by Friday, August 26, 2022 (if accepted into program)

Student tuition of \$500 _____

Company fee of \$3,000 _____

NAIOP Developing Leader membership fees of \$300, if not already a member _____

All completed documents, including endorsements and sponsor recommendations, must be received by 5 p.m. on Thursday, June 30, 2022 (NAIOP San Francisco Bay Area Chapter at admin@naiopsfba.org). All applicants will be notified by the week of July 18, 2022, regarding the status of their submissions.

I affirm that all documents are attached and completed:

Candidate Name (please print) **Date Submitted**

Candidate Signature

(To be completed by NAIOP staff)

Student documentation received by Chapter: _____ By: _____

Sponsor recommendation received by Chapter: _____ By: _____

Student tuition of \$500 received by Chapter: _____ By: _____

Company fee of \$3,000 received by Chapter: _____ By: _____

Student membership verified by Chapter: _____ By: _____



NAIOP SAN FRANCISCO BAY AREA YOUNG PROFESSIONALS GROUP 2022-23 APPLICATION



APPLICATION 2022-23

Deadline for Application: 5:00 PM Thursday, June 30, 2022

NAME

COMPANY NAME

JOB TITLE

Please Select or Describe Your Company's Industry/Specific Business

- Architecture and Design Firm
- Capital Brokerage — Debt and/or Equity Intermediary
- CRE Brokerage — Leasing
- CRE Brokerage — Sales
- CRE Contracting (General, Specialty Sub, Builder, Other)
- CRE Development Company (and management) (public or private)
- CRE Investment Company (and management) (public or private)
- Finance (Bank, Insurance Company, Conduit, Agency, Other)
- Law Firm
- Property and Asset Management Company
- Property Services (Insurance, Tax: Brokerage or Advisory)
- Other _____

BUSINESS ADDRESS

PHONE: OFFICE CELL FAX

DATE OF BIRTH * EMAIL

HOME ADDRESS

* Candidate should be 35 years old or younger as of December 31, 2022, to qualify for the program.

Resume

Please attach a current resume which includes a description of your current job function, all previous places of employment including internships, and your education background. Resume must be limited to one page.





APPLICATION 2022-23

Questions

Please help the YPG advisors and selection committee get to know you by providing brief answers to the following. Please note that the word count is strictly enforced.

1. Based on your understanding of the YPG program and activities, how do you think you will be able to contribute to the program in support of your fellow members, and why should we select you to be in the program?

[Check here if you have applied before.] (75 words or less)

2. Why did you choose to work in the commercial real estate industry? (50 words or less)

3. Please include a brief summary of your daily work activities. (50 words or less)

4. Please briefly describe your short-term and long-term career goals or objectives. (50 words or less)

5. What person has played the most important role in the development of your professional career so far and how has that person influenced your career decisions? (50 words or less)

6. Are you currently or previously involved in a committee/program in NAIOP SFBA or any other industry related organization? If yes, please describe below: (50 words or less)



APPLICANT'S AGREEMENT AND COMMITMENT

The Young Professionals Group is a 12-month, 70-hour program designed to provide individuals in the commercial real estate industry with educational opportunities, networking opportunities, leadership training and mentoring from key decision makers in the San Francisco Bay Area commercial real estate community. The program includes the following elements:

- Monthly Meetings: One regularly scheduled four-hour class session followed by a networking event. Homework and case studies related to monthly topics may be assigned. Completion of all assignments is mandatory for graduation from the program.
YPG Learning Center: There will be one orientation/workshop weekend that will be held September 16-18, 2022. Attendance at the entire retreat is mandatory.
Class Leadership: Ongoing activities of the class requires internal self-organization strategies to execute educational goals. In addition, for the program be self-sustaining, leaders from within each YPG class are invited to serve on the YPG Alumni Committee, responsible for overseeing the YPG program and alumni activities.
Mentoring and Networking: Access to senior industry leaders and the opportunity to develop relationships with other NAIOP members.
Social Activities: There is a networking event after each monthly meeting for students to interact with guest lecturers and each other.

Requirements and Attendance

Prompt attendance at all sessions is considered mandatory. If a YPG member misses or is tardy for any scheduled meeting, they will be required to complete all make-up work required in that class session. Two missed meetings will subject the participant to expulsion from the program. Decisions on expulsion will be up to the YPG advisors. Tardiness for any class session will not be tolerated.

Financial Responsibility

The total fee for the YPG program is \$3,500 and must be paid in full by Friday, August 26, 2022. Of this amount, \$3,000 is to be paid by the member's company on the student's behalf, with the additional \$500 paid by the student. Individuals accepted into the program must be current NAIOP-SFBA Chapter members, or must have their membership application completed and paid by August 26, 2022.

Agreement

I have read and understand the requirements and objectives of the YPG program and agree to meet my obligations, if admitted.

APPLICANT NAME

SIGNATURE OF APPLICANT

DATE



NAIOP SAN FRANCISCO BAY AREA YOUNG PROFESSIONALS GROUP 2022-23 APPLICATION



EMPLOYER ENDORSEMENT FORM

Your employee, _____, is applying for admission to the 2022-23 class of the Young Professionals Group. YPG is a 12-month, 70-hour education, networking and leadership program offered through NAIOP San Francisco Bay Area Chapter.

The program is designed to provide the following:

- ▶▶ Educational sessions that provide training on a broad range of real estate disciplines. The 4-hour (2:00 - 6:00 p.m.) monthly sessions alternate between personal/professional development sessions taught by the course facilitator and real estate-related lectures taught by industry leaders. Each real estate session is designed to immerse individuals in critical aspects of the business that will serve as essential background to whatever their core real estate career objectives may be (e.g. land planning, development, construction, capital markets, architectural/space planning, asset management, etc.).
- ▶▶ Networking sessions that provide an opportunity for the development of a peer group that will “grow” in the business together in the ensuing years, providing access to critical resources in a range of disciplines that will serve them in their career growth.
- ▶▶ Access to and advice from key decision makers in the commercial real estate industry. These “career coaches” will serve as role models and mentors for the next generation of real estate business leaders.
- ▶▶ Leadership training that will allow these young professionals to develop the key business skills necessary to help them ascend to leadership positions within their respective firms and the industry as a whole.

In addition to scheduled class times, students will be expected to devote several hours each month toward the preparation of case studies and participation in the program. The majority of that time will be outside normal business hours. The initial meeting will be an orientation session/team building workshop that will take place September 16-18, 2022 week-end. Student attendance at the entire orientation session is mandatory.

Please indicate your support of _____’s participation in this program by signing below.
CANDIDATE NAME

PRINT OR TYPE EMPLOYER NAME	SIGNATURE	DATE
PRINT OR TYPE CANDIDATE NAME	SIGNATURE	DATE



SPONSOR RECOMMENDATION FORM

This recommendation form is to be completed preferably by any member in good standing of NAIOP San Francisco Bay Area Chapter and returned by the sponsor separately from the student application to the Chapter before 5 p.m. on Thursday, June 30, 2022. Please include a cover letter detailing your support for the candidate as this helps personalize your support beyond the general guidance of requests below. We respectfully ask that you carefully consider the qualifications of the candidate you are sponsoring because enrollment in the program is limited. Each sponsor may recommend a maximum of two applicants.

This form is confidential and should be emailed or mailed separately from the candidate’s application and other materials. Please attach your cover letter with this form.

NAME OF APPLICANT

COMPANY

Your Relationship with Applicant

- Current Employer/Employee
- Long-Time Personal Relationship
- By Referral or Reputation
- Current Client/Service Provider
- Occasional Social Contact
- Former Business Association

In your cover letter please include the following:

- Describe briefly why you believe the applicant would be a valuable contributor to and benefit from the YPG program.
- Describe any personal knowledge you may have of the applicant’s leadership abilities, work ethic, personal and professional integrity.

You may enter the cover letter below, or attach separately:





SPONSOR RECOMMENDATION FORM

Please check one:

- Highly Recommend
- Recommend
- Endorsed as a courtesy
- Recommend with reservations

NAME OF PERSON MAKING RECOMMENDATION (PLEASE PRINT)

Member of NAIOP San Francisco Bay Area Chapter? Yes No (Preferred, but not mandatory)

COMPANY

PHONE EMAIL

SIGNATURE DATE

Submit completed forms and cover letter to:

Email: admin@naiopsfba.org - Please indicate "Confidential" and the potential student's name on the subject line.

OR

Mail: NAIOP-SFBA, 575 Market Street, Suite 400, San Francisco, CA 94105