Real Estate Analyst

Company

Linear Retail Properties is a leading acquirer, owner, operator and developer of retail properties in New England with a focus on eastern Massachusetts, southern New Hampshire and Rhode Island. Linear owns 89 retail properties including convenience-oriented strip shopping center, specialty storefront retail in select downtown neighborhoods, smaller, well-located centers in dominant retail destination corridors, net leased single tenant retail properties and urban retail condos.

Responsibilities

The Real Estate Analyst will report directly to the VP of Portfolio Management, support the Co-Chief Executive Officer and will work closely on a daily basis with Linear Retail's acquisitions, asset management, leasing and financial management teams. The position will expose the Real Estate Analyst to a full spectrum of duties within a professional real estate organization involving most facets of the company's operations. The position demands a dedicated, hard-working person with good people skills and the ability to organize and prioritize, multi-task, work efficiently and enjoy, at times, a chaotic pace. Candidate must be a self-starter with the ability, at times, to execute with limited guidance from supervisor.

Specific Responsibilities will include:

- *Financial Modeling*: Underwrite retail investment opportunities, market comps, and portfolio assets using ARGUS discounted cash flow models and other financial analyses using Excel.

- *Due Diligence Support:* Engage and coordinate third party due diligence consultants (i.e. environmental, physical condition, survey, etc.) for investments, financings, and dispositions. Conduct municipal and seller file review as directed; review and abstract leases and other legal documents; perform local market research and competition studies; maintain organization of due diligence materials and data rooms; review property level financial statements; and, conduct other web and database research as needed in support of new property acquisitions.

- *Analysis Support Materials*: Prepare maps, aerials, demographic reports, Placer.ai research, photos and other such material for both analysis and presentation purposes.

- *Investment Presentations:* Draft investment summaries for investment committee review and approval.

- *Asset Management Support*: Assist the leasing and asset management teams as needed on market and portfolio analyses; annual budgets and property expense reviews; and, tenant and lease prospect research.

- *Database Management*: Manage Linear's web-based real estate resource subscriptions, such as CoStar, Loopnet and Placer.ai. Maintain sale comparable databases and other pertinent property information. Produce regular market overview reports for listed and sold assets.

- *Research and Special Projects*: Provide support to various Linear Retail team members as needed on special projects. Creative, problem-solving and "detective" skills required.

- Engage in and/or manage other tasks, analyses, and projects as required by the company.

Qualifications

The candidate will have a minimum of a bachelor's degree with training in Business, Accounting, Real Estate or Finance, plus at least three to five years of directly relevant real estate work experience. An MBA degree or CPA/CFA candidate/designation would be a plus. Candidates must have a working knowledge of real estate finance, solid analytical skills and the ability to communicate effectively. <u>Proficiency in ARGUS and Excel is required.</u>

If interested, please apply with resume and cover letter to <u>HR@linearretail.com</u> .