

## **Real Estate Analyst-Northeast**

Join a team with 50 years of success in the real estate industry! Lincoln Property Company is currently hiring for a Real Estate Analyst. We are looking for an enthusiastic person who enjoys being hands-on and helping fellow employees. Does this sound like you? Join us!

Founded in 1965, Lincoln Property Company is one of the largest and most diversified property management companies in the United States. Lincoln maintains a presence in more than 200 cities in the U.S. and 10 countries throughout Europe. Our mission is to be a company for people, a company about people.

Candidate will be responsible for assisting the Northeast Regional Team. Primary responsibility includes helping to underwrite development and acquisition opportunities and prepare investment books for investors and lenders that include extensive pro-forma modeling, preparing market analysis reports, comparative rent studies and all related project specific information. This candidate will assist in all aspects of the development process from concept to completion. Additionally, the candidate will be involved in supporting the permitting and entitlement efforts, coordinating and preparing presentations to various municipal bodies including state and local agencies.

### **In alignment with Corporate goals, specific responsibilities for the Real Estate Analyst will include:**

- Analyze development and acquisition projects using Excel modeling spreadsheets.
- Support office development team members.
- Assist Northeast Executive Vice President with various development and financial analysis.
- Maintain region-wide market knowledge including tracking development and acquisition activity.
- Monitor construction scheduling, hard cost and soft cost through project completion.
- Monitor research of Regional and US markets regarding rent, employment, permits and supply and demand trends, including the use of CoStar, Axiometrics, and RealPage analytics.
- Assist the construction management team including site visits, monthly draws and punch lists.
- Due diligence research on rent, expense, utilities, taxes and pre-development fees.
- Preparation of presentation materials to investors, lenders and various municipal authorities.
- Provide Asset Management to projects under construction as well as owned assets.

**Additional tasks include:**

- Tracking deal status through monthly reports.
- Assist in property management operations budget analysis for completed development projects.
- Coordinating due diligence processes from feasibility through lease-up and sale of development projects.
- Proficiency in Excel, PowerPoint, Google Docs and Word is required.
- Familiarity with design publishing software (InDesign, Photoshop, Illustrator) and architecture software (AutoCAD, SketchUp, Revit) is a plus.
- Strong written and verbal skills.
- Ability to handle multiple tasks for multiple projects.
- Ability to work independently and with a team of professionals.
- Ability to track market data (development pipeline, competing projects).
- Strong financial skills in working with detailed financial models.
- Ability to help create compelling presentations for zoning and investment offerings.
- Knowledge of source and use and flow of funds concepts is helpful.

**Professional and Educational Background**

- Successful candidates will have one to three years multi-family real estate analyst experience.
- Bachelor degree in a related field is required (architecture, construction management, real estate). Advanced degree in a related field of study is a plus.

**Benefits**

Lincoln Property Company offers competitive pay, a benefits package that includes health, dental, vision and 401(k) and opportunities for career development and advancement.