

## Analyst, Development

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<b>Job Title:</b> Analyst, Development	<b>Job Code:</b> 109061
<b>Department:</b> Development	<b>FLSA Status:</b> Exempt
<b>Job Scope:</b> National	<b>EEOC:</b> Professionals
<b>Supervisor Title:</b> Managing Director, Development	

### Job Summary:

Supports the execution of the Company's development platform by performing financial analyses of development opportunities, preparing appropriate documents to facilitate the underwriting and closing of real estate transactions, interfacing with brokers, equity partners, institutional clients, and the Company's development leadership, and tracking and reporting on the status of multifamily transactions within the assigned geographic markets.

### Essential Responsibilities:

- Conducts financial analysis of development opportunities, including the creation of detailed pro-forma and financial models. Gathers, compiles, investigates, and analyzes market data to identify potential development opportunities, and prepares narrative development memoranda, detailed reports, and market summaries that provide insights on proposed acquisitions.
- Establishes and maintains productive relationships with local market brokers, institutional and equity partners, lenders, real estate owners, and other key stakeholders, and appropriately manages on-going communications related to proposed development transactions.
- Identifies, investigates, and refers potential acquisitions and other real estate transactions to appropriate Greystar leadership, and assists in preparing financial, market, and other documents required for new business pitches and RFPs.
- Organizes, leads, and/or participates in the due diligence on properties under contract, and develops documentation and recommendations on key findings that may affect the return and financial performance of the proposed deal.
- Monitors and reports on the status and progress of proposed development transactions within the assigned geographic region, establishes critical timelines and deadlines for tasks and activities related to the proposed transaction, and identifies and effectively addresses issues or problems that could otherwise adversely affect closing.
- Completes various human resources, financial, administrative, and other reports and analysis, and performs other duties as assigned or as necessary.

**Organizational Responsibilities:**

- Follows established policies and procedures by monitoring and ensuring compliance with regulatory requirements, organizational standards, and operational processes related to area(s) of responsibility and reporting violations or infractions to appropriate individual(s).
- Practices proper safety techniques in accordance with Company, property, and departmental policies, procedures, and standards by immediately reporting any mechanical or electrical equipment malfunctions, employee/visitor/resident injuries or accidents, or other safety issues to appropriate individual(s).
- Identifies areas for improvement, offers suggestions to improve the overall efficiency and productivity of the investment and development disciplines, and introduces procedures and activities that control costs, improve quality, and drive efficiencies.
- Keeps abreast of current changes in technology, processes, and standards within the industry and area(s) of responsibility by attending internal and external training classes, research and/or subscribing to the internet or other professional publications, or utilizing other appropriate method(s) to obtain business and professional information, and applies knowledge and practices to area(s) of responsibility.

**Working Conditions:**

- Incumbents primarily work in an office environment, but may be required to make property and development site visits and inspections as part of the due diligence process.

**Physical Demands:**

- Incumbents must be able to view computer screens, mobile devices, and other electronic equipment for extended periods of time where visual strain may result.
- Regular travel within and outside of the assigned geographic area may be required to attend business meetings, training classes, or other situations necessary for the accomplishment of some or all of the daily responsibilities of this position.

**Knowledge, Skills, Abilities:**

- Demonstrated ability to read, write, and communicate effectively to develop, comprehend, and complete legal, financial, human resources, and other business documents and to provide updates and reports to owners and key business leaders.
- Expert-level proficiency in word processing, spreadsheet (Excel), and database management programs in order to complete, design, and develop required reports and documents. Experience in Timberline and other Company software applications related to budgeting and overall project management.

- Excellent interpersonal and relationship-management skills in order to establish, cultivate, and maintain productive relationships with brokers, institutional and equity partners, owners, lenders, and the variety of potential clients with whom Greystar does business.
- Strong organizational, time-management, and project management skills in order to effectively track, report, and manage multiple projects and priorities where meeting deadlines is critical.