

Job Title: Real Estate Financial Analyst

Reports to: Director of Finance

Location: Boston, MA

Company Overview:

The company is a leading commercial real estate development firm, having successfully acquired, developed, re-positioned and/or entitled and managed over five million square feet of real estate. Focused on high quality, mixed-use development assets in leading gateway markets, with a strong emphasis on creative place making and value add approaches to real estate, our client is among the top tier of real estate development and management firms in the New England market.

Position Overview:

The company is seeking a candidate with **3+ years** of real estate finance/investment analysis experience to join their team. This is an exciting, unique opportunity for an early career real estate finance professional to join one of Boston's largest and most dynamic real estate investment and development firms. The ***Financial Analyst*** will have the opportunity to learn and grow within the Investment & Development team, and will gain immediate exposure to complex, sophisticated development and investment deals from the ownership perspective.

Responsibilities:

- Complete periodic analysis on the firm's existing asset portfolio including property valuations utilizing Argus models
- Update Argus models for new leases, lease expirations, new annual property budgets and any other information updates as needed
- Perform lease analyses for new and renewal leases
- Assist in maintaining and updating business plan and investment strategy for all assets
- Performs new deal analysis
- Assist in preparing succinct investment summaries to present to management and to prospective capital partners
- Maintain a working knowledge and database of the investment objectives of prospective capital partners
- Stay abreast and present to management latest trends, attitudes, and objectives in the capital market environment
- Assists Asset Management with performing asset/portfolio analysis
- Creates and maintains internal market data on projects with respect to costs and expenses; creates and maintains external market data including comp sets for revenue and expenses
- Prepares quarterly Investor reports
- Familiarity with Joint Venture structuring and the concepts of preferred returns and promoted interest
- Ability to build investment and development models and prepare lease analysis models utilizing Excel and Argus
- Working knowledge of the Greater Boston real estate market is a plus, including Boston's submarkets as this individual is expected to be active in the local market
- Responsible for gathering market knowledge to underwrite new investments and development opportunities
- Stay current on the status of the investment sales and leasing markets
- Maintain databases of sales and lease comps
- Research and assess zoning status and constraints
- Analyze and assess other development constraints such as community opposition
- Assist Project Managers to manage specific tasks and components of development projects

Qualifications:

- Bachelor's Degree with strong academic record from top tier institution
- Motivated real estate professional with 3+ years of experience in a financial position in the real estate industry
- Strong Financial Modeling/Discounted Cash Flow analysis
- MS Excel skills. ARGUS and ability to create complex real estate and partnership financial models, including preferred returns, waterfalls, etc. preferred.
- Underwriting, due diligence and closing analysis experience across a broad range of asset classes is strongly preferred
- Proficient in additional MS Office Programs including MS Word and PowerPoint
- Strong verbal and written communication skills necessary for presenting analysis, conclusions, and recommendations to senior internal team and to outside partners