



Position: Analyst
Department: Investments & Asset Management
Reports To: Managing Director, Investments

About Us:

Bulfinch is a third-generation commercial real estate firm specializing in the acquisition, development, management, and repositioning of commercial properties in Greater Boston. Since 1936, Bulfinch has taken a unique approach to creating value in commercial real estate and has successfully evolved and adapted to industry changes and the needs of all our stakeholders. The firm was founded on a commitment to our employees and the culture we began cultivating 85+ years ago embodies our entrepreneurial spirit and sense of family.

We are looking for a stellar Analyst that embodies our core values to join our team! The ideal candidate will be a highly motivated, team-orientated individual who has a positive attitude and the ability to produce quality work with an exceptional attention to detail. The Analyst will be involved with all aspects of the deal lifecycle and supporting the day-to-day management of the Bulfinch portfolio.

Role + Responsibilities:

- Active member of both the Investment and Asset Management teams
- Involved with transactions from the time they are identified through underwriting, closing, development, day-to-day management, and disposition
- Support asset management activities including property level decision making, investor reporting, quarterly valuation, and annual budget tracking
- Support the analysis of investment and financing opportunities including financial underwriting, due diligence, market research, ad-hoc analysis, and the creation of investment committee materials
- Take responsibility in the preparation and evaluation of sophisticated Microsoft Excel and Argus models across asset classes, including waterfall and preferred equity analyses
- Support the construction team with the permitting and development process when necessary
- Act as a liaison with external parties in the organization of property tours, execution of CA's, collection of market data, and attendance at industry events
- Maintain proprietary databases and collect market research to support acquisitions efforts
- Identify potential opportunities through research to assess real estate trends in desired markets
- Update and assist with drafting of presentations for both internal and external meetings
- Analyze and summarize various deal-related documents, including but not limited to contracts, leases, and term sheets
- Take ownership of ad-hoc projects across the organization as they arise



Qualifications:

- BA/BS required, with a preference for a concentration in finance, real estate, and/or economics
- 1-3 years of related experience with a track record of hard work and achievement
- Advanced proficiency in Excel
- Strong written and verbal communication skills
- Excellent interpersonal skills with the ability to work in a team environment
- Exceptional attention to detail and the ability to manage multiple priorities, while meeting deadlines
- The ability to multi-task while delivering work of high quality, great efficiency, and timeliness
- Must be computer savvy and have familiarity with related software programs; Argus and Coyote or similar deal management software highly desired
- High degree of personal integrity and ability to work effectively in a fast-paced team environment
- Exhibits a broad intellectual curiosity with a willingness to take on all assignments
- Adaptability to changing demands
- Effective problem-solving skills and analytical capability
- A good sense of humor and a positive attitude

If you are excited about this role but don't meet every requirement, we encourage you to apply. You may be the right candidate for this or another role at Bulfinch now or in the future.

The heart of Bulfinch is our people. We are committed to the individual growth and development of our most important asset - our team members. Bulfinch offers top-tier benefits and career-enhancement opportunities to all employees. We celebrate diversity and are committed to creating an inclusive environment for all employees. Bulfinch is proud to be an Equal Opportunity Employer.

As an equal opportunity employer, Bulfinch is committed to a diverse workforce. If you are a qualified individual with a disability or a disabled veteran, you have the right to request a reasonable accommodation if you are unable or limited in your ability to use or access Bulfinch's career website as a result of your disability. You can request reasonable accommodations by emailing Human Resources at hr@bulfinch.com or by calling 781-707-4000 and asking for Human Resources. Thank you for your interest in Bulfinch.