**Title:** Real Estate Investment and Data Analyst

**Reports To:** Senior Vice President of Asset Management

**Department:** Asset Management

**FLSA Status:** Exempt

**Position Summary:**

The Analyst will be a key professional supporting the Asset Management and Finance/Investment teams through various activities including the following: preparation of reports related to community, portfolio and investor performance, market research, data management, and analysis of existing and potential investments.

**Responsibilities/Accountabilities:**

* Analyze financial and operational data related to property performance. Utilize data visualization tools to create dashboards and other visual reporting for easy interpretation of complex data.
* Develop and maintain financial models to evaluate property performance and potential investments. Provide portfolio analytics and insights for internal and investor reporting.
* Conduct, review and organize due diligence, underwriting and investment packages for investors and lenders. Model real estate proformas, structures, business plans and joint venture waterfalls in Excel.
* Perform comprehensive and in-depth company, real estate and market research and analysis.
* Work within proprietary investor reporting database to prepare and present quarterly investor reports and related materials.
* Oversee construction costs against budget, lender payment requisitions and lender reporting for development projects.
* Collaborate with cross-functional teams, including operations, asset management, and finance, to develop and support strategic initiatives.
* Contribute to a wide variety of special projects and ad-hoc reporting.

**Specific Educational/Vocational Requirements:**

* Bachelor’s degree in Finance, Economics, Data Science, Accounting or related field
* 2 to 5 years of experience in Real Estate Analysis, Data Analysis or related field
* Proficiency in financial modeling and data analysis tools including Excel, Yardi, Power BI or similar
* Strong analytical and problem-solving skills with attention to detail
* Excellent written communication and presentation skills
* Demonstrated ability to work independently and collaboratively in a team environment
* Strong work ethic, high level of professionalism, collaborative personality and an aptitude for data and real estate investment analysis

**Note:**

*All duties and responsibilities listed are considered to be essential job functions and requirements, and are subject to possible modification to reasonably accommodate individuals with disabilities. Marginal functions of the position (those that are incidental to the performance of fundamental job duties) have not been included. However, the omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the business and requirement of the job change.*

**Signature:**

I have read and understand the above job description. By signing below I certify that I meet the minimum requirements and physical demands of the job.

**Associate Signature:** **Date**: \_\_\_\_\_\_

**Supervisor Signature:** **Date:** \_\_\_\_\_\_\_\_\_\_\_\_