**Development Analyst for 1/ST Properties**

**Position Description**

1/ST Properties is the real estate division of The Stronach Group, the largest, privately held owner of Thoroughbred horse race tracks in the North America. 1/ST Properties’ projects in Maryland include the redevelopment of Pimlico and the Maryland Jockey Club at Laurel Park as well as Paddock Pointe, a mixed-use, master-planned community (<https://1st.com/properties>).

The Development Analyst will serve as an integral member of the 1/ST Properties development team by performing internal financial tracking, market research, entitlement/design management, and construction oversight. This is a great opportunity to work and grow in a high paced environment that provides exposure to the entire development and investment process. 1/ST Properties Maryland has a number of major development projects underway and in its pipeline.

**Position Responsibilities**

* Track internal financial, budget and operational resources and metrics
	+ Prepare, update and monitor project budgets and schedules
	+ Assist in managing project teams (consultants, architects, engineers, general contractors, subcontractors, etc.) by tracking proposals/contracts, budgets, schedules invoices, and payment processing
	+ Coordinate project documentation (reports, drawings, meeting minutes, RFIs, submittals, change orders, etc.)
* Collect, track and communicate market research on industry trends
	+ Research future development pipeline through direct research and internal and external resources
	+ Update and track land sales data for existing projects
	+ Conduct basic market and demographic studies & analysis
	+ Communicate with real estate brokers, appraisers, and other industry professionals to track market performance and trends
* Assist with project marketing and community management efforts
	+ Develop content for project promotional and public relations events and assemble materials and collateral
	+ Participate in industry and community groups to provide company/project exposure and develop potential new business contacts
	+ Work on special projects related to the Property Owners Association
* Provide development team members with administrative support
	+ Manage meeting requests and calendars, invoice and expense processing, supplies and file organization and other duties as needed

**Position Qualifications**

* Bachelor’s degree in Real Estate, Urban Planning, Business/Finance or related field of study
* 1-3 years of experience in commercial real estate development preferred, however, high performing recent graduates with strong internships will be considered
* Highly proficient in Microsoft Word, Excel, and PowerPoint
* Must have outstanding analytical, quantitative, and market research skills
* Must have excellent written and verbal communication skills
* Strong organizational skills with a high attention to detail
* Self-motivated with excellent time management skills and the ability to prioritize work to be productive and work independently.

Please email a cover letter and resume to mark.thompson@stronachgroup.com.