



# COMMERCIAL REAL ESTATE ANALYST

## **About Crossroads Realty Advisors**

Crossroads Realty Advisors is a boutique mortgage banking firm primarily focused on middle-market capital placement. We specialize in consulting strategically with clients to raise debt and equity capital for commercial and multi-housing real estate at all points of the development and investment cycle. We have access to a broad capital base and maintain long-term relationships with Life Insurance Companies, Government Agencies, CMBS Lenders, Banks and Mortgage REITs/Debt Funds.

The Principals of Crossroads Realty Advisors have over **39 years** of combined experience in commercial real estate finance and have been involved in the origination and execution of over **\$4.1 billion** in transactions. With this depth of knowledge, Crossroads effectively navigates today's complex and dynamic capital markets and executes to deliver exceptional results for its clients.

Crossroads delivers institutional execution with access to capital like any large capital markets intermediary, but with the level of service and flexibility only a boutique firm can provide. As a small but growing team, we are looking for energetic, intelligent, driven individuals with a passion for learning to join our dynamic team.

## **Job Summary**

This position is primarily focused on the placement of debt and/or equity for commercial real estate transactions. Analysts have the opportunity to be involved in every stage of a transaction, including underwriting and sizing loans, market research, preparation of offering memorandums, marketing and term sheet negotiation, gathering and organizing due diligence, loan closing, as well as attending client meetings and events.

Analysts will also be responsible for a myriad of support functions, including managing annual reporting for our servicing portfolio, pipeline reporting, and social media engagement. This role will be challenging and rewarding, and the Analyst should be able to manage several competing priorities and engage in multiple transactions simultaneously. The position demands a high level of customer service and excellent communication skills, both written and verbal.

## **Main Responsibilities**

- Underwrite property cashflows to develop financing recommendations for presentation to the Producer and client.
- Prepare comprehensive debt and/or equity offering memorandums for commercial real estate transactions, including research, financial modeling and composition of executive summaries.
- Manage the due diligence process and be the driving force/primary point of contact in working through the closing processes for each transaction.
- Assist in coordinating and reviewing third party reports such as appraisals, market studies, and engineering reports to as part of the due diligence process.

- Manage annual reporting and compliance for the loan servicing portfolio. Assist with collection of property operating statements, rent rolls, STR reports, borrower/guarantor financial statements, review and analyze financial covenants, trigger events, and DSCR/DY tests. Analyst will be the primary point of contact for both borrowers and lenders, performing annual site inspections and property level analysis for reporting to Servicing partners.
- Responsible for complex financial modeling of commercial real estate transactions, including - Property Valuation, Recapitalization Analysis, Refinance vs. Sale Analysis, Sale/Lease-back Analysis, and Loan Modification & Discounted Payoff Negotiation

### **Other Responsibilities**

- Participate in weekly office meetings with Producers to discuss deal flow, deal status, market conditions and review new client leads.
- Compile market research data and maintain database of information.
- Routinely apply “Best Practices” to the loan process as evidenced by your ability to adapt new practices that help to increase/improve efficiencies.
- Begin to build network within the industry through meetings, events and involvement in real estate trade organizations.

### **Preferred Experience**

- 1+ years of work experience in accounting, finance or a related field is strongly encouraged, and knowledge of commercial real estate finance is preferred

### **Knowledge, Skills, and Abilities**

- Self-motivated and team-oriented, with strong time management skills to prioritize deadlines.
- Strong writing and communication skills with ability to communicate analytical and marketing data effectively.
- Intermediate working knowledge of Microsoft Outlook, Excel, Word, and PowerPoint.
- Ability to accurately and productively handle multiple tasks during time sensitive situations
- Ability to show ownership of your work, take on challenges and acknowledge growth opportunities, and demonstrate patience when learning new processes

### **What You Can Expect From Crossroads**

In this position, the analyst will learn the fundamentals of commercial real estate as well as the intricacies of the capital markets and gain an understanding of how they function together. The analyst will benefit from seeing a tremendous volume of deal flow from a broad array of clients, including developers and investors, and will work in a flexible office environment that fosters team collaboration while promoting individual growth.

If this job description resonates with you, we encourage you to apply even if you don't meet all of the requirements above. We're interested in getting to know you and what you bring to the table!