

DEVELOPMENT ANALYST JOB DESCRIPTION

Summary:

The Development Analyst will be responsible for financial modeling, project feasibility analysis and preparing investment committee presentations. Additional responsibilities include financial and management analysis supporting the pre-development, development and construction oversight of activities of assigned projects.

Role Responsibilities:

- Support Developers by running all modeling aspects of development and acquisition projects including feasibility, investment returns, project budgets, and operating pro-formas
- Produce market analysis, detailed forecasts of income and expense, financial structuring options and feasibility analysis
- Compilation and maintenance of a database to track assigned geographic market performance and industry performance by sector to include:
 - Development activity
 - Transaction activity and trends
 - Financial market trends
 - Land and development costs
 - Other gov't/regulatory/political issues
 - Track market and community leaders, issues and activities
- Work with Developers, cost-estimating firms and architects to establish preliminary pro-forma budgets used in evaluating the project to verify project feasibility. Ensure the pro-forma is updated and refined as the project progresses and make recommendations and modifications where appropriate
- Develop and manage the project budget working with project accounting to ensure that budget and master file data have been properly established on the data processing system and that correct reports are being generated and communicated
- Maintain and continuously improve upon functionality of Portman Residential Investment and Development Budget models
- Follow and control expenditures to ensure that projects are proceeding within budget
- Provide project details and support in packaging projects for Portman IC, investors, lenders and joint venture partners

Education, Required Knowledge, Skills and Abilities

- Real Estate Finance, Finance, or similar field degree
- 2+ years of experience with an understanding of real estate investment, development, and construction fundamentals
- Exceptional analytical skills with careful attention to detail and accuracy
- Excellent organizational skills with the ability to plan, prioritize, and manage multiple tasks
- Excellent verbal and written communication skills



- Strong problem-solving skills
- Demonstrated presence and confidence, able to interact with senior management team as well as current and potential clients
- Ability to work independently with minimal direction and oversight
- Exceptional technical skills and working knowledge of ARGUS, MS Office and Microsoft Project Software
- Travel will be required for the purpose of meeting with clients, stakeholders, consultants, government authorities, contractors and operators.