

Open Position Description

I. Title: Senior Analyst

II. Summary

Third & Urban seeks a qualified real estate professional with deep analytical experience who is eager to transition into a position with exposure to all facets of real estate at a growing, entrepreneurial firm.

Candidates who are qualified and seriously interested should submit resume with cover letter to work@thirdandurban.com

III. Description

The Senior Analyst will assist in new acquisition efforts, active development projects, and asset management of the company's portfolio. The candidate should be entrepreneurial-minded and capable of performing qualitative and quantitative analysis across a spectrum of property types and a range of capital structures.

Third & Urban is a small company, and as such, the role carries significant upside and growth potential in addition to day-to-day analytical and administrative work. The candidate is expected to handle a diverse set of responsibilities and should be able to step into tasks that directly represent the company, all while providing consistent analytical support to its principals.

Specific responsibilities include, but are not limited to, the following:

- Assist with underwriting/closing potential acquisitions including building financials models, conducting market analysis and preparation of deal summaries for debt/equity partners; assist with due diligence efforts
- Assist in managing the development process for active projects including tracking of the development budget/cost to date, managing debt and equity draw requests, accounting oversight, reporting requirements and ad hoc projects
- Author monthly reports for debt and equity investors and memos about a variety of matters (both corporate and deal related); preparation of quarterly portfolio updates; strong writing skills are a requirement
- Ongoing review of monthly property management reports and financial statements to optimize operations and understand any variances from budgets
- Maintain property level models for revenue adjustments, actual expenses, and leasing activity; manipulate models for sensitivity analysis of alternative strategies, capital market activities or other

- projections
- Conduct lease analysis including net effective rent calculations, proforma impact analysis and other related transaction analysis
- Abstract lease documents, loan documents and other legal documents
- Assist with the preparation of annual business plans and budgets through coordination with property management, accounting, and leasing teams
- Assist with sales process, recapitalization, and refinancing efforts.

IV. Compensation

- Salary to be determined commensurate with experience
- Bonus based on individual and company performance
- Other benefits include paid time off, health insurance, and cell phone plan

V. Position Requirements

- 2–3 years of applicable experience preferred
- Strong writing skills
- An open, inquisitive and creative mind with ideas to share
- Strong analytical and quantitative abilities, with experience in Excel & Argus
- Proficiency in financial modeling and cash flow projections
- Attention to detail and accuracy
- Strong interpersonal and organizational skills
- Undergraduate degree in finance, real estate or accounting preferred
- Knowledge of accounting, capital markets and corporate finance preferred