



COMMUNITY DEVELOPMENT REAL ESTATE ANALYST JOB DESCRIPTION

The Community Development Real Estate Analyst (REA) for Invest Atlanta provides underwriting, reporting, analysis, and programmatic support to the Multifamily Team within Community Development. The REA will provide multifamily underwriting, construction management, financial modeling, database management, reporting, and other support services to Invest Atlanta. The REA will support and assist the multifamily team in evaluating and underwriting proposed development incentives for credit risk, obtaining internal approvals, and seeing each approved developer incentive through closing and construction completion. The REA will work on diverse real estate transactions with various funding sources. Analysis of deals and data requires evaluating multiple factors, including property cash flow and valuation, borrower credit, and real estate market trends. Many of the functions managed by the REA are time-sensitive and require collaboration with external customers, internal business partners, and the leadership team to achieve shared success.

The Real Estate Analyst will report directly to the Multifamily Project Manager – Community Development.

KEY RESPONSIBILITIES

- Apply program policies, project guidelines, and underwriting standards appropriately to various multifamily, single-family, and TAD transactions seeking development incentives.
- Support the multifamily team's evaluation of proposed development incentive requests, processing such requests through internal approval and assisting in post-approval due diligence.
- Underwriting responsibilities entail reviewing and analyzing proformas, income, expense, and rent roll analysis, reviewing third-party reports, reviewing the applicant's financial position, market analysis, and property inspections.
- Support the PM in successfully transitioning all community development transactions (loans and grants) to the Compliance and Finance departments.

ADDITIONAL RESPONSIBILITIES

- Recorded and maintained financial transactions and documents in various economic and document management systems; performed ongoing financial analysis and account reconciliation.
- Provide administrative and project support to close development incentive transactions successfully, working with the multifamily team, as applicable.
- Support the multifamily team to assist in successfully transitioning all community development transactions (loans and grants) to the Compliance and Finance departments.
- Prepare documents for submission to the City of Atlanta, the Georgia Department of Community Affairs, or other agencies as applicable.
- Review and process requisitions during the construction or rehabilitation period; track expenditures for all funding sources to ensure compliance with the Trust Indenture, Loan Agreement, and approved Closing./



- Budget. Reconcile URFA tracking with trust account balances and communicate with the bond trustee to resolve differences.
- Attend monthly site visits to properties under construction to evaluate progress.
- Assist with reports for the multifamily team, including, but not limited to, project tracking, legal request tracking, reporting, etc.
- Perform any other job duties as necessary and requested to further Invest Atlanta's community development goals.

KNOWLEDGE, SKILLS AND ABILITIES

- Self-Starter / Creative / Flexible; Highly organized, capable of self-direction and autonomy.
- Experience with multifamily properties, construction, development, real estate transactions, and property operations.
- Strong interest and affinity for real estate and community development; strong community engagement experience is a plus.
- Ability to gather, analyze, and synthesize data.
- Ability to interface with third parties regarding financial transactions.
- Financial knowledge and aptitude for modeling.
- Experience in reviewing construction budgets/draw requests is a plus.
- Excellent interpersonal, presentation, and writing skills; ability to cultivate and maintain external partnerships; strong verbal, written, communication, and presentation skills.
- Good organizational skills and results-oriented; ability to work with people across a broad spectrum of age, culture, economic, ethnic, and institutional backgrounds.
- A strong grasp of Invest Atlanta, local, state, and federal program rules and regulations is a plus.
- Strong computer skills, including proficiency with using Microsoft Office product suite, financial modeling, database management, and customer relationship management systems. Proficiency in Excel.

EDUCATION AND EXPERIENCE

Associates, B.A. or B.S. from an accredited college or university with a major in real estate, business administration, urban planning, public policy, public administration, or a related field and a minimum of two (2) years of corporate or government experience in real estate, finance, accounting, community development, or economic development.

Resumes should be submitted to: jobs@investatlanta.com.

Invest Atlanta is an Equal Opportunity Employer. All qualified applicants, including but not limited to minorities, females, disabled and veterans are encouraged to apply.