



## **COMMUNITY DEVELOPMENT REAL ESTATE ANALYST JOB DESCRIPTION**

The Community Development Real Estate Analyst (REA) for Invest Atlanta is responsible for providing underwriting, reporting, analysis, and programmatic support to the Director, Underwriting & Transaction Services (the “Director”) within Community Development. The REA will be expected to provide multifamily underwriting, construction management, financial, database management, reporting and other support services to Invest Atlanta. The REA will support and assist the Director in evaluating and underwriting proposed development incentives for credit risk, obtaining internal approvals, and seeing each approved developer incentive through to closing. The REA will work on diverse multifamily, single family and TAD transactions for which analysis of situation and data requires evaluation of a variety of 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 both external customers, internal business partners and the leadership team to achieve shared success.

### **KEY RESPONSIBILITIES**

- Apply program policies, project guidelines, and underwriting judgment appropriately to a wide variety of multifamily, single family and TAD transactions seeking development incentives.
- Support the Director’s evaluation of proposed development incentive requests, processing of such requests through the internal approval, and assisting in post-approval activities.
- Underwriting responsibilities entail review and analysis of proformas; income, expense, and rent roll analysis; review of third-party reports, review of applicant financial position, market analysis, property inspections, etc.

- Provide support to the Director to assist in the successful transition of all community development transactions (loans and grants) to the Compliance and Finance departments

### **ADDITIONAL RESPONSIBILITIES**

- Record and maintain financial transactions and documents in various financial and document management systems; perform ongoing financial analysis and account reconciliation.
- Provide administrative and project support to successfully close development incentive transactions, working with the Director, as applicable.
- Provide support to the Director to assist in the successful transition of 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.
- Receive and process requisitions during the construction or rehabilitation period; track expenditures for all funding sources to ensure compliance with Trust Indenture, Loan Agreement and approved Closing Budget. Reconcile URFA spreadsheet with trust account balances and communicate with bond trustee to resolve differences.
- Attend monthly site visits to properties under construction to evaluate progress.
- Compile and maintain Community Development project data including the CRM and Data Management System, Economic Impact Data, etc.
- Create, maintain, and assist with all reports for the Community Development Department including, but not limited to, project tracking, legal request tracking, reporting, etc.

- Perform any other job duties as necessary and requested for the furtherance of Invest Atlanta's community development goals.

### **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 related field with a minimum of two (2) years of corporate or government experience in real estate, finance, accounting, community development or economic development.

High school diploma or equivalent with at least four (4) years of experience in underwriting, construction monitoring, payment processing, real estate closings, or other related tasks.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Self-Starter / Creative / Flexible; Highly organized, capable of self-direction and autonomy.
- Experience with multifamily properties, construction, development, and/or 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.
- Reviewing single family construction budget 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 persons across a broad spectrum of age, culture, economic, ethnic and institutional backgrounds.

- 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, database management, customer relationship management systems. Proficiency in Excel.