



## Research and Advisory Analyst

### Agency Description

[Urbane](#) is a community development venture and certified MBE. Founded in 2008, Urbane builds the infrastructure that catalyzes community wealth. Our approach centers on strengthening community anchors through a multi-disciplinary approach - research and analytics, business and development advisory services, and place-based investing in mixed-use real estate, small businesses, and other non-traditional assets aimed at generating long term prosperity and community wealth creation. We envision neighborhoods that are defined by their strengths and experienced as places of opportunity and innovation, building bridges toward an equitable distribution of wealth and power by fostering community-led solutions and centering the wisdom and local innovation that already exists to facilitate a future of prosperity and shared wealth.

Urbane's client base includes municipalities, economic development agencies, foundations, financial institutions, real estate developers, community-based organizations, and small businesses throughout the US.

With a brand refresh and new website on the horizon, along with a forthcoming nonprofit arm and impact investing funds, let alone exciting projects in the pipeline – 2021 and beyond has us excited about the possibilities – and those possibilities necessarily include fresh new, diverse perspectives!

**Job Title:** Analyst

**Status:** Full-Time preferred

**Location(s):** New York, NY and Philadelphia, PA

Urbane is currently looking for eager, focused, and passionate Analysts who will be responsible for supporting the planning, organizing, and execution of client-facing or internal engagements within Urbane's Consulting and Advisory division, as well as occasional cross-functional collaboration with their real estate and community infrastructure counterparts. Analysts are vital to ensure the quality of client deliverables and serve as competent, effective members of project teams. They will apply well-honed consulting, project management, and functional skills in the execution of the work.

### Job Responsibilities may include but are not limited to:

Market research, analysis, and insights

- Designs, organizes, and manages the execution of complex research and analytical methodologies for Urbane's consulting and advisory division (both qualitative and quantitative), ranging from local and regional economic scans to public policy evaluations to economic and real estate impact analyses
- Conducts and leads existing conditions, trend, and gap analysis inclusive of, but not limited to, demographics, income, housing, workforce, and jobs; analysis of built environment conditions including land use, zoning, and infrastructure.

- Asset identification and mapping.
- Leads evaluation of real estate market conditions across use type utilizing key indicators such as inventory, absorption, vacancy, sales, and rents.
- Leads or supports primary data collection efforts and analysis including surveys, interviews, and other engagements.
- Creates templates for research and data collection/organization

Conducts and leads strategic planning and feasibility analysis.

- Assess supply and demand conditions to evaluate project feasibility and appropriateness.
- Conducts and leads real estate finance and pro forma development.
- Conducts operator cash flow and NOI analysis.
- Evaluates economic impacts of proposed projects.

Navigates multiple workstreams, including the ability to shepherd a large-scale project from inception to completion.

- Leads the review of documents, data, and other project-related resources, preparing briefs and materials for senior staff that will guide internal and external engagement or ideation sessions
- Writes technical reports and creates client facing presentation materials.
- Manages direct reports including Associate Interns and potentially FT Associates.
- Able to represent and speak comfortably as the voice of Urbane on external client calls.
- Develops and maintains project work plans and schedules
- Provides technical assistance and offers subject matter expertise for small businesses, entrepreneurs, partners, and Clients.

The Analyst will perform other duties (not encompassed above) as required.

#### **Knowledge, Skill and Experience:**

- Applicants are not limited to particular fields of study. Our approach to economic and community development is multi-disciplinary, holistic, and inclusive.
- 2-4 years of relevant and proven in-field experience, not including internships. Experience in economic development, impact finance, and/or small business development are a plus.
- Familiarity with and experience in processing and analyzing with a variety of both public and proprietary data sources and platforms, including but not limited to: US Census Bureau (LEHD, etc.), Bureau of Labor Statistics, GIS (ESRI Business Analyst, QGIS, etc.), CoStar, etc.
- Advanced proficiency in Excel, PowerPoint, and Word
- Self-motivated, detail-oriented and a quick study with strong organizational, analytical, and problem-solving skills
- Strong writing skills with the ability to communicate analytical and market data effectively
- Works well in a collaborative and entrepreneurial environment
- Must be highly self-motivated pursuing continuous improvement to develop a comprehensive understanding of the business
- Ability to work under pressure and on multiple projects simultaneously, prioritize deadlines and effectively manage workload, while also effectively collaborating with peers as well as senior staff
- Excellent interpersonal, communication and networking skills necessary to effectively interact with senior management, clients, community members, and other external parties

Some flexibility of schedule is allowed and required. We are currently operating in a primarily virtual environment due to the ongoing pandemic; local project-based travel may be necessary when and if safe to travel (inclusive of reporting to a physical office location.) Salary is commensurate with experience. The full-

time Analyst is benefits eligible but would not be benefits eligible if working seasonally or if part-time. While we cannot guarantee that seasonal work will lead to full-time employment, Urbane is proud to have hired previous seasonal positions into Full-Time roles with healthcare benefits, 401k matching, generous PTO policies, professional development, paid parental leave and other comprehensive benefits.

**To Apply for this Position:**

- To apply, please email [info@urbane-dev.com](mailto:info@urbane-dev.com) with “Analyst” in the subject line along with your current resume, a brief cover letter/email, and individual example(s) of past work product that is deemed shareable and demonstrates professional and technical competencies. Please note any additional language abilities and level of proficiency/fluency if not readily apparent from your resume.
- Please name all files sent to Urbane beginning with your first and last name (or preferred naming conventions) for easy identification.
- The application process includes several steps, inclusive of initial screens, follow-up interviews with multiple members of Team Urbane, and skills tests to ensure that writing, research, and analysis skills have been accurately represented.
- Due to the volume of applications and a small (but mighty!) Team, we are unable to respond to all inquiries.

Employment is contingent upon successfully passing a background check which includes references from previous employers. Urbane Development Group LTD, is an equal opportunity employer which recruits, hires, trains, and promotes personnel for all job titles without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, disability, genetic information, veteran status, or any other status protected under local, state, or federal laws.