



Real Estate and Community Infrastructure 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: Real Estate and Community Infrastructure (RECI) 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 support in all aspects of the development and investment processes to create progressive forms of mixed-use development – including affordable housing, commercial and community-facility, and manufacturing/light production uses. A qualified candidate will help to ensure the viability of developments by assessing acquisition opportunities, structuring complex financing (LIHTC, Tax Exempt Bonds, subsidy financing, tax abatements and other forms of financing), and supporting project development through renovation or new construction. The Analyst will report directly to the Director of Place Based Investment.

Job Responsibilities may include but are not limited to:

Financial Analysis

- Create, modify, update and/or review financial underwriting models in MS Excel, including cash flow projections and sensitivity analyses; analyze the assumptions being made in the financial projections and research the reasonableness of these assumptions; and prepare hold/finance/sell recommendations and valuations.
- Support senior management in detailed underwriting and assessment of new investment opportunities, including market, asset, comps, economic drivers, sensitivity analysis and due diligence;

underwrite prospective investments across asset classes with various business plans (core, value-add, development, etc.)

Market Research

- Complete market diligence including gathering and evaluating economic, demographic and market data, including rent and sales comparables to test market feasibility for real estate transactions; site visits, deal leads, calling leasing brokers for data points, and performing research through market reports and online databases such as CoStar, REIS, and RCA

Due Diligence

- Collect, organize, review, and summarize property diligence reports, leases, legal documents, financial and operating information, property condition reports, and other due diligence materials.

Investment Material Creation

- Assist in the preparation of Investment Memoranda and for potential acquisitions and dispositions, effectively communicating support for underwriting assumptions.
- Assist in the preparation of internal and external presentations on prospective investments and provide follow-up information on questions raised by company principal(s)/management and potential investor(s).
- Lead production and maintenance of marketing materials for lenders and investors including pitch books, asset and portfolio updates, case studies, and other ad hoc requests.

Internal Company Processes

- Prepare, organize, and complete RFPs, RFQs, and other proposal solicitations from potential clients, foundations, and government agencies for the procurement of contracts and development opportunities.
- Perform ad hoc analyses to assist the Finance and Accounting teams, including financial reporting, and preparation of presentation materials for management meetings.
- Maintain, track and update acquisitions database and transaction pipeline.
- Support fundraising activity by tracking investors, preparing internal update reports as well as maintenance and organization of the firm's internal CRM system including logging all investor calls, meetings and relevant investor updates and ensuring that all updates and follow-ups are properly tracked.

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.
- 1-4 years of relevant and proven in-field experience, not including internships. Experience in finance, accounting, real estate, investment banking or real estate investment sales are a plus.
- Knowledge of general affordable housing development and finance, Low Income Housing Tax Credit, New Market Tax Credit, and HUD financing strongly preferred.
- Ability to create complex real estate and partnership financial models, including discounted cash flows, preferred return scenarios, equity waterfalls, pivot tables, sensitivity analyses, etc.
- Advanced proficiency in Excel, PowerPoint, and Word; Argus Valuation DCF or Argus Enterprise a plus
- 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 marketing data effectively in addition to complex real estate concepts and transactions

- Must be technically proficient in use of databases and be able to effectively identify what data from this system will be useful to determine trends and for preparation for pitches and meetings.
- 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
- Excellent interpersonal, communication and networking skills necessary to effectively interact with senior management, brokers and other outside 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 with "RECI 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.