

REAL ESTATE ANALYST/DEVELOPMENT ASSOCIATE

JOB DESCRIPTION*

As of November 24, 2021

Reports to: Executive Vice President

General Responsibilities & Description

1. Assist the Asset Management and Development groups in implementing plans consistent with First Interstate's development, acquisition, financing, leasing, and managing and disposition strategies.
2. Interact with various levels of staff and provide feedback regarding various investments, leases, and other business strategies.
3. Develop analytic tools for executive management to evaluate and report on the primary characteristics of its overall portfolio.
4. Assist the Asset Management and Development groups with portfolio, investment, and property level analysis/modeling and reporting requirements.
5. Exhibit sound judgement, consistently display confidence, and apply strong interpersonal communication skills.
6. Assist the staff in the due diligence process and successfully closing an investment including finalizing documentation, third-party reimbursement billing, and transfer of investment documentation to record retention, and continue to support the staff in measuring and tracking expenditures and adhering to reporting requirements.

Principle Duties & Responsibilities

Real Estate Development

- Prepare and present development proformas to the Development group and executive management.
- Prepare construction draws for in-process development projects.
- Perform due diligence on new construction or renovation projects.
- Review market studies and track competitive apartment rents and economic trends.

Hotel Asset Management

- Track revenue and expenses monthly and analyze for trends.
- Create and distribute a financial summary of hotel operations to Investors, the Asset Management group, and Executive Management on a monthly basis.
- Organize quarterly meetings for ownership.

Multi-Family Asset Management

- Track monthly cash flow and balance sheets.
- Create and distribute a financial summary of apartment operations to the Asset Management group and Executive Management on a monthly basis.
- Actively analyze and track the rent roll and leasing trends.

Other Duties

- Preparation of spreadsheets, memorandums, and letters as needed.
- Attend and contribute to internal staff meetings.

Portfolio Asset Management

- Primarily responsible for performing lease analysis.
- Primarily responsible for reviewing and analyzing financial statements and balance sheets of potential tenants.
- Gather and keep relevant information for leasing meetings.
- Regularly update the lease analysis portfolio as it pertains to new deals.
- Update the lease rollover schedule for all properties on a monthly basis.
- Develop analytic tools and automate reports for executive management to evaluate and report on the primary characteristics of its overall portfolio.

Qualifications

- A bachelor's degree is required; college level or graduate level coursework in real estate, finance, and computer systems is preferred.
- Required to demonstrate solid analytical and critical thinking skills and effective verbal and written communication.
- Demonstrate ability to understand and appropriately articulate financial considerations, market demand, project feasibility, financing, and environmental considerations related to sound investments after a normal orientation period.
- Must be detail-oriented and possess excellent financial, mathematical, and statistical skills and can often work with complex databases and/or quantitative tools.
- Proficient in Microsoft programs and Intermediate or Advanced knowledge of Microsoft Excel is required.
- No prior commercial real estate investment experience is required, although a successful analyst must demonstrate initiative to maximize "on-the-job" training opportunities and the ability to acquire this particular, specialized knowledge and skill set.

**Subject to Change*