



## **SENIOR ACQUISITION/DEVELOPMENT ANALYST**

### *Job Description*

#### **The Position**

This position offers someone the opportunity to be a part of the entire acquisition and development process for multi-family affordable housing. The candidate must be diligent, resourceful, meticulous, analytical, a team player and be willing to office in Washington, DC.

This position is being created with the goal of providing capable, studied and thorough support to the Acquisition/Development team, with specific emphasis on the analysis of acquisition opportunities.

This position will primarily support the Acquisitions team during the investment process. Responsibilities will include, financial modeling, market analysis, cash flow analysis review, and due diligence activities for new acquisitions. The candidate should have experience in preparing Excel pro forms, an in-depth understanding of financial modeling including cash-on-cash returns, IRR analysis, and discounted cash flow. Some knowledge of real estate finance, Low Income Housing Tax Credits and Affordable Housing is desirable.

#### **The Organization**

NHPF is a national, nonprofit affordable housing developer active in the eastern half of the United States. It has its own equity fund and has ownership in a groundbreaking REIT recently featured in the Wall Street Journal. It owns \$250 million in multifamily real estate and is actively engaged in transactions totaling over \$150 million.

**Specific Responsibilities** will include (but not be limited to) the following:

- Underwriting, analysis and execution of real estate acquisitions
- Prepare budgets, financial models, market reports necessary for debt/equity proposals and investor reporting (and then produce such proposals and reports)
- Carry-out market research
- Build, maintain and monitor financial models in Excel utilizing property financial statements, budgets, leases, expense information and market assumptions
- Prepare and compile due diligence materials, budgets, financial models and schedules
- Identify strengths and weaknesses of proposed transactions
- Produce project acquisition proposals and materials necessary for presentations related thereto
- Help coordinate the closing of transactions
- Maintain and update due diligence checklists for transactions
- Generally stay informed of current industry and market trends including attending industry conferences
- Facilitate project inspections and tours

- Create, monitor, track and interpret project data including contracts, schedules, budgets and cash-flows on an on-going basis
- Assist in other special projects and assignments as they may arise from time-to-time

#### DESIRED SKILLS EXPERIENCE

- Ability to assess, underwrite and value affordable multifamily real estate investments
- Advanced Excel experience, strong analytical and financial modeling skills
- Basic understanding of the various Federal programs for affordable multifamily properties such as tax credits, bond caps, Section 8 rent support, etc.
- Detail-oriented with a commitment to a high-quality work product
- Ability to think independently and present viewpoints in a thoughtful and professional manner
- Strong organizational skills – ability to perform tasks and achieve results independently and as part of a team, consistently meet deadlines and prioritize multiple assignments effectively in a dynamic work environment
- Ability to present information in both oral and written form in a clear and concise manner
- Well-developed interpersonal and communication skills
- Passion for the field of real estate acquisition/development – must like a fast-paced, multi-tasking environment and be able to embrace the mission of the organization

#### EDUCATION AND EXPERIENCE REQUIRED

- Minimum of three years experience in an applicable field
- Bachelor degree. MBA desirable, but not required
- Computer literate, specifically Microsoft Office programs