

JOB TITLE: DEVELOPMENT ANALYST**DEPARTMENT:** DEVELOPMENT**DIVISION:** CENTRAL**FLSA:** EXEMPT**DATE OF REVISION:** January 2018**1. PRIMARY FUNCTION**

Responsible for providing analysis, research, and support to the Central division in all operating functions, from development and acquisition of new assets to management and disposition of operating properties. Assist the team in new development production inclusive of site sourcing, underwriting, market analysis, and document drafting. Work closely to ensure that all under-contract deals are closed by assisting in the city submittal process.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES (Should be a minimum of 5-8)

- **Acquisition Underwriting**
 - Underwrite and evaluate investment opportunities
 - Track and understand market spot cap rates
 - Manage the underwriting model
 - Capture broker contact information and collect relevant information/documents
- **Development Pipeline Coordination**
 - Underwrite potential development opportunities, sourced by Managers or Associates
 - Present viable investment opportunities to the team with pro-forma and other pertinent information
 - Prepare comparative analysis for sites in the pipeline
- **Development Deal Analysis**
 - Review zoning and identify where there may be a zoning issue
 - Update original underwriting of the deal as new information is discovered through due diligence
 - Prepare the analysis and reporting necessary for each Investment Committee meeting
 - Meyers market research review
 - Draft Letters of Intent (LOI) for each deal and follow up with Brokers as needed

This is intended to describe the major requirements and the major duties which comprise the framework for this job. It is **not** to be construed as an exhaustive statement of **all** the duties, responsibilities or requirements. JPI Employment Services, LLC retains the discretion to add or change the job duties at any time.

- **Reporting**
 - Create ad hoc reporting for all division investments for internal committees, investors, lenders and partners (including weekly to bi-weekly central region comparative analysis and corporate capital weekly production forecasts).
- **Market Research**
 - Monthly and Quarter market research tasks- job/permit tracker, recent sales comp map & pipeline aerial
 - Prepare comp slides for internal and external needs
 - Tour comparable properties & sites to get a market perspective
 - Obtain and maintain a database of competitor premiums and amenities that are deal specific

3. **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES (Could be 1-3)**

- Build networking capabilities through attending industry conferences and meeting people in the broker community

4. **KNOWLEDGE AND EXPERIENCE REQUIRED**

A. EDUCATION:

- Bachelor's Degree in Business Administration with a major in Finance, Accounting or Real Estate preferred.

B. LICENSES OR CERTIFICATIONS REQUIRED:

None

C. RELATED WORK EXPERIENCE:

- | | | | |
|-------------------------------------|--------------------|--------------------------|------------------|
| <input type="checkbox"/> | None | <input type="checkbox"/> | 4 - 6 years |
| <input checked="" type="checkbox"/> | 6 months to 1 year | <input type="checkbox"/> | 7 - 9 years |
| <input type="checkbox"/> | 1 - 3 years | <input type="checkbox"/> | 10 or more years |

Describe the nature of the prior experience (what type of work must the incumbent have been performing for the last x number of years? (i.e., analysis, industries, positions, typing, computer skills, etc.):

This is an entry level position, but prior coursework or internships that built an understanding of financial analysis and how to calculate and interpret return metrics (NOI, Cap Rate, IRR, NPV, Levered vs Unlevered returns, Return on Cost, Residual Value, etc.) is necessary

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D. OTHER CONSIDERATIONS (*communications, interpersonal skills, etc.*):

- Analytical
- Attention to detail and organized
- Integrity
- Team player
- Proactive
- Multi-tasker
- Responsibility/reliability
- Driven
- Demonstrated initiative
- Strong communication skills (verbal and written)
- Flexible/Versatility

APPROVALS:

TEAM LEADER

DATE

HUMAN RESOURCES

DATE

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