



REAL ESTATE ANALYST

Reports to: Director, Real Estate Development

Status: Full-time, Exempt

About True Ground Housing Partners

True Ground Housing Partners (formerly APAH) was founded in 1989 by four families motivated to address affordable housing in Arlington, VA. Today, we have grown into one of the region's leading nonprofit affordable housing developers. Our rental communities provide affordable housing to more than 5,000 people in the Washington DC Metro Region for neighbors earning between 30% and 80% of the Area Median Income (AMI). True Ground exists to provide quality affordable housing and resident-centered programming to help our residents make the most of their home. True Ground is a mission driven, community minded and resident focused organization guided by seven core values: compassion, integrity, collaboration, innovation, excellence, impact, and racial equity.

Summary Description

The Real Estate Analyst will support True Ground's 11-person real estate development team in their work to identify, acquire and develop multi-family affordable properties in DC, Northern Virginia, and Montgomery and Prince George's Counties in Maryland. They will also support the 5-person asset management team. The key responsibilities will include preparation of construction draws, preparing responses to Requests for Proposals (RFPs) and funding applications, reporting to financial partners, pro forma analysis and modeling, real estate project management, data entry/management in asset management software. This is a great opportunity for detail-oriented candidates with a finance background, some real estate development knowledge, and/or a passion for affordable housing.

Job Responsibilities

Financial Modeling (30%)

Assist with due diligence for new deals, including financial analysis, working with consultants and understanding the marketplace (competitive analysis). Financial analysis includes:

- Creating financial models of proposed projects using True Ground's template pro forma spreadsheet
- Modeling transactions using a variety of funding sources, including low-income housing tax credits, historic tax credits, tax exempt bonds, city, county, and state gap funding, conventional debt, etc.
- Running stress tests on financial models and providing teams with systematic updates
- Review deals and numbers for accuracy regularly

Project Support (40%)

- Complete monthly draw requests for projects under construction, ensuring that all deadlines are met or exceeded

- In conjunction with project managers, take the lead on funding applications, RFPs and presentations
- Complete and review 8609 applications
- Prepare reports for financial partners, property management and asset management as required
- Maintain property and deal files, ensuring that originals are properly stored and shared files remain organized and easy to navigate for entire True Ground team

Project Management (30%)

- Assist with financial closings, due diligence, monitoring progress and checklists, and assuring timely completion of all steps required for a successful transaction and handling related post-closing obligations
- Prepare periodic reports for staff and board members regarding pipeline, active projects, and portfolio projects
- Leverage financial, political and community support for projects. Work with neighborhood groups and County staff to secure regulatory approvals
- Monitor compliance and tenant-related issues through lease-up and coordinate legal and accounting support as needed

Supervisory Responsibility

None.

Qualifications

- Undergraduate degree in finance, real estate or other relevant discipline
- 1-2 years of relevant work experience such as real estate development, grants management, funding application management, asset management, and/or administrative reporting
- Experience in real estate development, construction, or affordable housing preferred
- Strong financial analysis skills
- Focused, efficient, and results oriented. Strong organizational skills and self-directed work habits. Able to anticipate deadlines.
- Detail-oriented.
- Excellent written and verbal communication skills
- Committed to the mission of affordable housing
- Proficiency in computer software, including Word, Excel, Power Point and Outlook

Expected Hours of Work

This is a full-time, exempt position. Typical workdays are Monday through Friday, with a total of 40 hours worked a week between the hours of 8 a.m. and 6:30 p.m. Occasional evening or weekend hours for community/board meetings related to projects and/or special events; additional work hours as required for settlements, preparation of funding requests, other submissions and applications with tight deadlines; attend training conferences or workshops as requested (including some possible overnight travel and stays).

Working Conditions/Physical Requirements

This job operates in a professional office environment. On occasion this position may work off-site at events. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to move for prolonged periods of time while inspecting properties and visiting construction sites, including climbing stairs and navigating sites with limited access. The employee is frequently required to operate a computer and other office equipment, communicate information and ideas so others will understand, observe details at close range, and will occasionally move items weighing up to 30 pounds.

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodation may be made to help enable qualified individuals with disabilities to perform the essential functions.

Disclaimer

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Salary and Benefits

Salary commensurate with experience. True Ground has a competitive benefits package that includes medical, dental and vision insurance, long and short-term disability insurance, life insurance, commuter benefits, 401k, and paid leave. Our corporate office in Ballston features free parking and standing desks. Remote work up to 50% of the time is available.

Equal Opportunity Employment

True Ground offers equal employment opportunities (EEO) to employees and applicants for employment and prohibits unlawful discrimination and unlawful harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation or any other protected classes or categories as defined by federal, state or local laws. This policy applies to all terms and conditions of employment including, but not limited to recruitment, selection, promotion, termination, layoff, recall, transfer, leave of absence, training program participation, compensation and all other terms, conditions and privileges of employment.

True Ground is an [E-Verify employer](#) and will provide the federal government with Form I-9 information to confirm authorization to work in the US. True Ground will only use [E-Verify](#) once a job offer is accepted, following submission of the Form I-9.