



JOB POSTING – REAL ESTATE ANALYST (2/1/2018)

Novin Development Corp. (NDC) is an experienced sponsor and developer of large multi-family development projects with a double bottom line mission. We strive for a balanced approach to development, one that centers around social responsibility and environmental sustainability. We believe in increasing the supply of housing to a broad spectrum of incomes and incorporating the latest in sustainable building materials and methods. Our projects are thoughtfully designed to be aesthetically beautiful, functional and in harmony with the broader communities they serve.

Job Description: The Real Estate Analyst Position will be involved with all aspects of the initial feasibility and underwriting process for new affordable and market-rate development projects. The Real Estate Analyst should be an advanced excel user and should have a desire to learn the nuts and bolts of proforma analysis for a variety of multifamily, mixed-use, market-rate and affordable product types. The ideal candidate is also a strong communicator and will have a natural entrepreneurial drive for brokerage and acquisitions type work.

Real Estate Analyst – Walnut Creek, CA

- Complete affordable multifamily 9% and 4% tax credit proforma and amenity analysis
- Complete mixed-income and market rate proforma analysis
- Complete land and building sale comparable analysis
- Manage subscription services including CoStar, REIS, GIS, LandVision, MLS and other information management tools
- Cold call property owners to discuss potential acquisitions
- Complete detailed zoning and land use analysis
- Complete back of the envelope density and unit yield analysis (architectural background a plus)
- Compile quarterly sub-market snapshot reports on rent, vacancy and other market trends
- Track various specific plans, RFPs, NOFAs and other opportunities.
- Assist in the preparation of LOIs, PSA's and Option Agreements
- Assist with land closings, tax credit applications, RFP responses and NOFA responses

Requirements:

2-6 years of similar work experience

MBA, M.A./M.S., B.A./B.S. in Real Estate or Finance preferred. Urban Planning / Architecture Degree with minor in finance / real estate.

Real estate sales person or broker license preferred

Strong analytical and advanced excel skills required

Desire to learn about multifamily double bottom line / social impact investing

Compensation:

Full-time / exempt: 40 hours per week

Pay: \$50,000/year- \$65,000/year base plus \$20,000-\$40,000+ in annual bonus potential

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