REAL ESTATE/ FINANCIAL ANALYST

APAH is a fast-growing, award-winning, non-profit affordable housing developer. APAH's mission is to develop, preserve, own and advocate for quality affordable housing in Arlington, and to promote opportunity for our residents through partnerships and programs. APAH has a current pipeline of $200M in new construction, plus growth potential to serve the dire need for more affordable housing in Arlington.

Summary Description

The Real Estate Analyst (REA) will support APAH's four-person real estate development team in their work to identify, acquire and develop multi-family affordable properties in Arlington County. The key responsibilities will include financial analysis and modeling, preparing responses to Requests for Proposals (RFPs), presentations, facilitating closing packages, and perform organizational tasks and other duties as assigned. This is a new position at APAH and a great opportunity for candidates with a finance background, candidates looking to grow their real estate development experience, and those with a passion for affordable housing.

Essential Functions

- Assist with due-diligence for new deals, including financial analysis, working with consultants, understanding the marketplace (competitive analysis). Financial analysis includes:
  - Modeling transactions using a variety of funding sources, including low income housing tax credits, historic tax credits, tax exempt bonds, Arlington Affordable Housing Initiative Funds, and conventional sources.
  - Creating operating/capital budgets for potential APAH acquisitions, new construction projects, and refinancings.
  - Running stress tests on financial models.
  - Review deals and numbers for accuracy.
- Assist team with acquiring new deals, researching potential new acquisitions, conducting site visits
- Lead in preparation of responses to RFPs and power point presentations
- Provide assistance to team as they raise capital for deals
- Maintain property and deal files, ensuring that originals are properly stored and shared files remain organized and easy to navigate for entire APAH team
- Other duties as assigned which may include assisting with general office administration as needed,

Qualifications

- Undergraduate degree in finance, real estate, urban planning or other relevant discipline
- Experience in real estate development or affordable housing a plus.
- Focused, efficient, and results-oriented. Strong organizational skills and self-directed work habits. Able to anticipate deadlines.
- Excellent written and verbal communication skills.
- Committed to the mission of affordable housing.
- Proficiency in computer software, including Word, Excel, Power Point and Outlook.

Equal Opportunity Employment

APAH 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.

How to Apply

Please submit your resume and a thoughtful cover letter to resumes@apah.org.