



## DEVELOPMENT ANALYST

Homes for America, Inc. (HFA), founded in 1994 and based in Annapolis, Maryland, is a 501(c) (3) nonprofit organization which develops and owns affordable housing in the mid-Atlantic states of Maryland, Pennsylvania, Delaware and Virginia. HFA's mission is to create and preserve affordable service enriched housing for families, seniors, and persons with special needs. HFA has developed over 80 communities with more than 6,500 apartments, with an active pipeline under construction and in development.

The Development Analyst reports to the Vice President of Development and is an integral member of the development team. HFA is seeking an applicant with broad financial modeling and analytical skills who wishes to gain experience in the affordable housing field to assist with the development of multiple projects. The position helps expand HFA's portfolio of communities, while contributing to HFA's success of providing high quality, affordable housing. This position is an amazing opportunity to learn the complete development process from the ground up with a seasoned team.

The right candidate will be heavily involved in the acquisition, development, design, financing, construction, and initial leasing and conversion of multifamily communities.

Essential Duties and Responsibilities include the following:

- Collaborate with and support the Vice President of Development and Development Directors in evaluating new multifamily development opportunities as well as acquisition/refinance of existing properties.
- Prepare proformas and financial modeling projections for potential development projects including underwriting rents, operational expenses, and project costs to support and guide acquisition and financing decisions.
- Assist in gathering due diligence reports and materials for development opportunities.
- Provide support for acquisition, financing and disposition process for each new multifamily development.
- Prepare presentation materials on development opportunities for internal and external use.
- Interact and communicate with architect, civil engineer, market analysis, traffic engineer, green consultant, environmental consultant, surveyor, banker, investor, municipal employee, lawyer, title company
- Conduct all business in a professional and ethical manner to serve customers and increase the affordable housing provided to neighborhoods.
- Analyze the overall market and monitor industry trends.
- Ability to travel overnight, and/or attend evening presentations.

Qualifications:

- Bachelor's degree in Business, Finance, Economics, Accounting or related field
- 1 to 3 years of commercial real estate preferred.
- Internships or other work experience may be substituted for consideration.
- Advanced Excel financial modeling (create original financial models for new scenarios with limited guidance)
- Excellent written and verbal communication skills, able to summarize conclusions and confidently present well-supported arguments for or against specific investment opportunities.
- Highly organized and able to focus under pressure while balancing competing priorities and meeting tight deadlines with a high degree of accuracy.
- Proficiency with MS Office, Teams, MRI
- Goal oriented, self-starter that takes initiative to effect change with continuous improvement in multifamily lifecycle development process, while maintaining a strong commitment to HFA's mission and high standards.

HFA has competitive salaries and excellent benefits. HFA is an equal opportunity employer. The position is hybrid with the flexibility to work remotely up to 2 days per week.

Email cover letter with salary requirements and resume to Kenyatta Bush at [Kenyatta@homesforamerica.org](mailto:Kenyatta@homesforamerica.org).