



Arlington Partnership  
For Affordable Housing

## **REAL ESTATE ANALYST**

**Reports to:** Director of Real Estate Development

**Status:** Full-time, Exempt

### **About APAH**

APAH is a non-profit affordable housing developer that works throughout the DC region. APAH's mission is to develop, preserve and own quality affordable places to live; to promote stability and opportunity for our residents; and, to advocate with the people and communities we serve. APAH is a mission driven, community minded and resident focused organization guided by six core values: compassion, integrity, collaboration, innovation, excellence, and impact. APAH owns 18 communities and has developed over 2000 apartments, with an additional 1000+ apartments under construction or in development throughout the DC metro area.

### **About the position**

The Real Estate Analyst will support APAH's 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. 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, and real estate project management. This is a great opportunity for detail-oriented candidates with a finance background, some real estate development knowledge, and a passion for affordable housing.

### **Job Responsibilities**

#### **Financial Modeling (50%)**

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 APAH'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 team with systematic updates
- Review deals and numbers for accuracy regularly

#### **Project Support (30%)**

- 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 APAH team

### **Project Management (20%)**

- 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 and active 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

### **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, 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

### **Salary and Benefits**

Commensurate with experience. APAH has a competitive benefits package that includes medical, dental and vision insurance, long and short-term disability insurance, life insurance, 401k and paid leave. Our corporate office in Ballston features free parking.

### **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.

*Full COVID-19 vaccination required. All new employees must receive two shots of the Moderna or Pfizer vaccines or one shot of the Jansen vaccine prior to the first day of work.*

**To apply, please submit your resume and cover letter to [resumes@apah.org](mailto:resumes@apah.org). Resumes will be accepted until the position is filled.**