



SENIOR ACQUISITION ANALYST

Job Description

The Position

This position offers someone the opportunity to be a part of the acquisition and development process for multi-family affordable housing. The candidate will have exposure to many different deal types. The candidate must be diligent, resourceful, meticulous, analytical, a team player and be willing to office in Washington, DC. Current team focus includes Greater Washington DC area, Maryland, Colorado, Texas, and New Orleans.

This position will primarily support the Acquisitions team during the investment process. The Acquisition team both acquires properties for redevelopment as well as structuring the later redevelopment financing. Responsibilities will include, financial modeling, market analysis, cash flow analysis review, and due diligence activities for new acquisitions. The candidate should have experience in preparing Excel pro forma and have an in-depth understanding of financial modeling including cash-on-cash returns, IRR analysis, and discounted cash flow. Some knowledge of real estate finance, Low Income Housing Tax Credits and Affordable Housing is desirable.

The Organization

NHPF is a national, nonprofit affordable housing developer active from the east coast through the Rockies. It has its own equity fund. It owns 57 multifamily real estate properties in 16 states and the District of Columbia.

Specific Responsibilities will include (but not be limited to) the following:

- Underwriting, analysis, and execution of real estate acquisitions
- Prepare budgets, financial models, market reports necessary for debt/equity proposals and investor reporting (and then produce such proposals and reports)
- Carry-out market research
- Build, maintain and monitor financial models in Excel utilizing property financial statements, budgets, leases, expense information and market assumptions
- Prepare and compile due diligence materials, budgets, financial models and schedules
- Identify strengths and weaknesses of proposed transactions
- Produce project acquisition proposals and materials necessary for presentations related thereto
- Help coordinate the closing of transactions
- Maintain and update due diligence checklists for transactions
- Stay informed of current industry and market trends including attending industry conferences
- Facilitate project inspections and tours

- Create, monitor, track and interpret project data including contracts, schedules, budgets and cash-flows on an on-going basis
- Assist in other special projects and assignments as they may arise from time-to-time

DESIRED SKILLS EXPERIENCE

- Ability to assess, underwrite and value affordable multifamily real estate investments
- Advanced Excel experience, strong analytical and financial modeling skills
- Basic understanding of the various Federal programs for affordable multifamily properties such as tax credits, bond caps, Section 8 rent support, etc. or be willing to learn
- Detail-oriented with a commitment to a high-quality work product
- Ability to think independently and present viewpoints in a thoughtful and professional manner
- Strong organizational skills – ability to perform tasks and achieve results independently and as part of a team, consistently meet deadlines and prioritize multiple assignments effectively in a dynamic work environment
- Ability to present information in both oral and written form in a clear and concise manner
- Well-developed interpersonal and communication skills
- Have a passion for the field of real estate acquisition/development – must like a fast-paced, multi-tasking environment

EDUCATION AND EXPERIENCE REQUIRED

- Bachelor's degree. Graduate degree desirable, but not required
- Computer literate, specifically Microsoft Office programs

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