

# Job Description



**Job Title:** Analyst

**Reporting To:** Manager of Analytics

**Job Function:** Real Estate

**Job Location:** Cleveland, Ohio

## **Summary:**

The Analyst position is primarily responsible for real estate market data collection and analysis to support all areas of the company. This position will also contribute to the evaluation of real estate markets and projects, review of financial documents, creation of internal financial analysis tools and development of project pro formas.

GBX Group is an innovative, entrepreneurial organization. Working with our investors, we are dedicated to the revitalization of historic real estate properties in some of the greatest cities in the US. Our culture is unique and very important to us. We challenge one another, work hard and truly enjoy how our work makes a difference to people in the communities we serve. We are looking for someone who is smart, driven and passionate about being part of a team that makes a real impact to join GBX as an Analyst.

## **Essential Duties and Responsibilities:**

- Support team in evaluating financial projections for real estate projects, including:
  - Pro forma and historic financials
  - Collect data and analyze it to model market and investment performance
  - Development plans including sources and uses of funds
  - Construction budgets
  - Financial and investment modeling
- Evaluate supporting data, documents and other materials including:
  - Market or feasibility studies, appraisals
  - Econometric and other statistical studies
  - Academic and industry sources
- Help track, analyze, and report on market data to help determine market opportunities and generate values for those opportunities
- Research market, compile market data, and source relevant data to support existing real estate assets and prospective properties
  - Contribute to and utilize internally developed real estate market research
  - Access public data sources
  - Statistical analysis and modeling
- Use and/or develop real estate financial management tools to evaluate new real estate opportunities for the development team:
  - Create pro formas based on market data to support development projects
  - Evaluate capital stacks to determine project feasibility
- Help develop additional valuation tools for the evaluation of real estate data and projects by both our internal development team as well as client projects
- Evening/night hours may be required
- Extra hours may be required during business peaks or to meet seasonal deadlines

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## **Education / Experience:**

- Bachelor's degree in business (i.e. Economics, Finance, Math/Actuarial Science) or related field of study (i.e. Statistics)

## **Knowledge Skills & Abilities:**

Knowledge, skills and abilities listed below are the requirements needed to be proficient in this role.

- Demonstrate behaviors consistent with the organization's Cultural Norms and Core Values
- Strong Initiative along with a willingness to jump in and solve problems
- Self-directed and able to work well with individuals at all levels of the organization
- Well-organized and hard-working with the ability to prioritize and multitask
- Assertive, creative, communicative and adaptable to changing conditions
- Results-oriented and detail-oriented with a passion to excel
- Strong analytical skills with expert knowledge of real estate economics and valuation
- Excellent written and verbal communication skills; knowledge of accepted business language.
- Exercise sound judgment
- Meet deadlines

## **Computer Skills:**

- Proficiency with Microsoft Office software (Word, Excel, PowerPoint, Outlook)
- Familiarity with real estate data sources
- Database organization and management
- Statistical analysis
- Ability to learn new proprietary software

## **AAP/EEO Statement:**

GBX provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. GBX hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

***The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.***