TITLE:	Real Estate Investment Analyst
REPORTS TO:	Director of Acquisitions
JOB STATUS:	Full Time, Exempt (Salary)
SALARY GRADE:	6
SALARY RANGE:	$66,260-$82,825-99,391

Position Summary:

The Real Estate Investment Analyst plays a key role in the Riedman Companies Investment and Acquisition Team. This role supports all aspects of multifamily acquisitions, underwriting, and debt management. The Analyst collaborates closely with Property Management, Construction, and Accounting/Finance teams to drive growth in both new and existing markets.

ESSENTIAL FUNCTIONS

Evaluating & Underwriting Multifamily Investment Opportunities:

- Analyze and underwrite potential multifamily investment opportunities across various investment strategies, including value-add and core acquisitions.
- Maintain and enhance complex financial models using Excel, incorporating elements such as:
  - Cash flow modeling with promote structures and leverage scenarios.
  - Sensitivity analysis, holding period, and waterfall distribution analyses.
- Review and analyze financial statements, rent rolls, operating expenses, budgets, tax bills, and capital expenditures.
- Update acquisition pipeline reports regularly.
- Build and maintain relationships with real estate brokers, lenders and other referral sources while helping to build the Riedman Brand as a preferred multifamily purchaser.

Supporting the Acquisitions Process:

- Maintain and update acquisition checklists and timelines.
- Gather and review due diligence materials.
- Order and manage relationships with third-party report providers.
- Collect market rental comps and data.
- Collaborate with Property Management and Construction teams to refine operating and capital improvement assumptions.
- Assist in securing acquisition financing, distributing lender packages, and providing relevant expense comparisons.

Post-Closing and Portfolio Management:

- Conduct sell/hold/refinance analyses, including modeling and investor return analysis.
- Assist with refinancing and supplemental loan activities.
- Provide support during property dispositions, including payoff letters, closing settlement statements, and investor accounting coordination.

QUALIFICATIONS

- Bachelor's degree in Finance or a related field.
- Minimum 2 years of experience in financial modeling, forecasting, or budgeting.
- Strong analytical and quantitative skills.
- High level of resourcefulness, organization, and attention to detail.
- Exceptional proficiency in MS Excel; Microsoft Excel Certification is preferred.
- Competence in creating and enhancing complex financial models, including preferred return scenarios, equity waterfalls, pivot tables, and sensitivity analyses.
- Familiarity with key investment metrics such as Cap Rates, IRR, Cash-on-Cash Return, and Return on Cost.
- Ability to manage multiple priorities in a fast-paced environment.
- Experience in multifamily investment analysis is a plus, though not required.
- Valid clean driver's license
- Reliable transportation

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee must occasionally lift and/or move up to 20 pounds. The position requires driving and maneuvering around property locations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

This position spends most of the time working sitting or standing at a desk using computers and on occasion may visit a property location. This position involves speaking and listening.