



Development Analyst

Summary

ReBUILD Metro seeks a Development Analyst to support our supports overall development process from project inception through stabilized occupancy or sale. Primary duties include collecting, synthesizing, and analyzing market data, modeling financing options, developing budgets, identifying and monitoring development and construction schedules, and preparing reports for compliance.

Organizational Background

ReBUILD Metro's mission is to restore the history and prosperity of neighborhoods by rebuilding homes and fostering enduring community relationships, with a focus on long-distressed neighborhoods in East Baltimore. We rebuild clusters of scattered-site single-family properties into for-sale and rental homes at a range of affordability levels. We supplement these projects by building affordable multifamily developments, storefronts for nonprofits and entrepreneurs, and sustainable parks and greenspaces. We also provide a range of services and resources to help ensure families in our communities thrive, including homeownership training, emergency food resources, and civic engagement opportunities. Through this holistic series of community development programs, we work to ensure that everyone in the communities we serve has a decent and affordable home in a stable and safe environment.

Job Responsibilities

- Assemble, organize, synthesize, and analyze data relating to real property conditions, rental and sales dynamics, construction costs, and demographics to help inform targeting, timing, financing, and effectiveness of vacant property rehabilitation projects.
- Identify and evaluate project feasibility and sources of financing for the renovation or new construction of single- and multi-family rental and for-sale developments.
- Review, evaluate, and report the financial feasibility of the proposed development and any physical and/or regulatory constraints and impediments that would preclude development, use and/or adversely impact the financial viability of the property for its intended use and communicate findings.
- Create, track, and report project schedules and budgets to ensure projects remain on time and on budget.
- Identify, document, and manage required reporting for project funders and internal tracking.
- Understand the roles and activities of external consultants to obtain zoning, entitlement, funding, and permit approvals necessary for project development.
- Prepare project financing applications and assemble and submit documents to lenders and investors. Track and manage periodic reports for project funders as required.
- Facilitate the closing process for project financing, in coordination with internal departments and outside consultants. Communicate and track regulatory requirements and timelines associated with project financing to the development team and consultants.
- Monitor construction progress and provide timely reports to relevant internal departments and to funders and investors.

- Assemble and submit closeout materials to funders and internal team members. Facilitate the transition of projects to management or sales staff, as appropriate, following construction completion.

Qualifications

- Bachelor's Degree in real estate finance, real estate development, urban planning, or a related field. One to three years of related experience and/or training, or equivalent combination of education and experience.
- Computer skills required: Spreadsheet Software (Excel); Word Processing Software (Word); Electronic Mail Software (Outlook); Presentation software (PowerPoint). Facility with database systems, Adobe Creative Illustrator or InDesign, and ArcGIS/QGIS.

Knowledge, Skills, and Abilities

- Strong data analytics skills
- Strong financial modeling skills
- Strong computer skills, emphasis on Microsoft Office, Microsoft Project
- Strong written and oral communication skills
- Strong interpersonal skills
- Financial and job cost accounting knowledge
- Ability to work under pressure and coordinate numerous activities and groups of people who need to cooperate to achieve maximum efficiency
- Knowledge of zoning, planning, construction terminology, and environmental standards and policies.
- Knowledge of Low-Income Housing Tax Credits, New Markets Tax Credits, Historic Tax Credits, and similar or related state and local housing finance programs, preferred.

Please send a resume and cover letter to recruitment@rebuildmetro.com.