



Arlington Partnership  
For Affordable Housing

## **REAL ESTATE ANALYST**

APAH is a fast-growing, award-winning, non-profit affordable housing developer. APAH's mission is to develop, preserve, own and advocate for quality affordable housing in Arlington, and to promote opportunity for our residents through partnerships and programs. APAH has a current pipeline of \$200M in new construction, infill projects plus growth potential to serve the dire need for more affordable housing in Arlington.

### **Summary Description**

The Real Estate Analyst (REA) will support APAH's four-person real estate development team in their work to identify, acquire and develop multi-family affordable properties in Arlington County. The key responsibilities will include financial analysis and modeling, preparing responses to Requests for Proposals (RFPs) and presentations, performing administrative and organizational tasks including filing and other duties as assigned. This is a new position at APAH and a great opportunity for candidates with a finance background with a passion for affordable housing.

### **Essential Functions**

- 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 spreadsheet in order to evaluate feasibility
  - Creating operating budgets for potential APAH acquisitions, new construction projects, and refinancings
  - Modeling transactions using a variety of funding sources, including low income housing tax credits, historic tax credits, tax exempt bonds, Arlington Affordable Housing Initiative Funds, and conventional sources
  - Running stress tests on financial models
  - Review deals and numbers for accuracy
- Assist team with acquiring new deals, including researching potential new acquisitions, knocking on doors and conducting site visits
- Lead in preparation of responses to RFPs and power point presentations
- Provide assistance to team as they raise capital for deals
- Maintain property and deal files, ensuring that originals are properly stored and shared files remain organized and easy to navigate for entire APAH team
- Other duties as assigned which may include assisting with general office administration as needed

### **Qualifications**

- Undergraduate degree in finance, real estate, urban planning or other relevant discipline.
- Experience in real estate development or affordable housing a plus.
- Focused, efficient, and results-oriented. Strong organizational skills and self-directed work habits. Able to anticipate deadlines.
- 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.

### **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.

### **How to Apply**

Please submit your resume and a thoughtful cover letter to [resumes@apah.org](mailto:resumes@apah.org).