

OPEN RECRUITMENT

Job Announcement



Position Title: Development Analyst
Department: Development & Asset Management

SUMMARY:

This position assists the VP of Development across the entire acquisition and development process for multi-family affordable housing. Under the general direction of the VP of Development, this position is responsible for preparation, maintenance and organization of project documents, budgets, financial models, schedules and reports.

This position will initially support the Development team during the investment process. Responsibilities will include, financial modeling, market analyses, cash flow analysis review, and due diligence activities for new acquisitions. The candidate should have strong organizational skills, experience in Excel, financial acumen and knowledge of real estate financing, Low Income Housing Tax Credits (LIHTC) and affordable housing programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Interpret financial models and pro formas utilizing property financial statements, budgets, leases, expenses information and market assumptions;
- Evaluate and structure prospective deals based on FWHS criteria and prepare summaries with terms and pro formas for executive review
- Coordinate and complete LIHTC tax credit applications, including all applicable exhibits and schedules
- Create, monitor, track and interpret project data including contracts, schedules, budgets and projected cash-flows.
- Track construction project budgets and progress in partnership with third party consultants;
- Support the underwriting, analysis, and execution of real estate financing opportunities;
- Develop and maintain relationships with community partners and City of Fort Worth staff to build awareness, support and required approvals for prospective real estate deals;
- Help coordinate the closing of transactions as needed;
- Carry-out market research as needed to stay informed of current industry and market trends;
- Assist in other special projects and assignments as they may arise from time-to-time; and
- Performs other related duties as assigned and/or required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Competencies:

- Experience preparing LIHTC tax credit applications
- Ability to assess, underwrite and value affordable multifamily real estate investments
- Experience with various forms of financing including conventional loans, bonds, tax credits



- Advanced Excel experience, strong analytical and financial modeling skills.
- Basic understanding of the various Federal programs for affordable multifamily properties such as LIHTC tax credits, bond caps, Section 8 support, etc.
- Ability to think independently and present view points in a thoughtful and professional manner.
- Strong organizational skills—ability to perform tasks and achieve results independently and a 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.
- An in-depth understanding of financial modeling including cash-on-cash returns, IRR analysis, and discounted cash flow.

EDUCATION AND/OR EXPERIENCE:

- Minimum 2 years' experience in an applicable field. Bachelor degree required ; MBA desirable but not required.
- Employee must possess a valid Texas driver's license or acquire one within the first 30 days of employment and be eligible for coverage under FWHS's fleet auto insurance.

EXPLANATION OF HIRING PROCESS:

Thank you for your interest in job opportunities with the Fort Worth Housing Solutions. All [applications](#) for open posted positions must be submitted via email to asmith@fwhs.org. We encourage you to visit our website often to view and apply for vacant positions with the agency.