



***Analyst – Equity Investments  
Equity Group  
Position Responsibilities  
March 2016***

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<b><i>Typical Responsibilities</i></b>	<ul style="list-style-type: none"><li>• Track and report on all equity acquisitions and dispositions activities.</li><li>• Develop and maintain reports to reflect performance and accomplishments of the overall Equity Group.</li><li>• Develop and maintain reports to analyze and report on Asset Management performance, including measures such as same-store sales comparisons, etc.</li><li>• Develop and maintain reports evaluating trends across regional &amp; sector portfolios.</li><li>• Measure/evaluate certain significant capital investment projects.</li><li>• Prepare analyses of acquisition investment briefs and related support material.</li><li>• Track and report on all equity financing activities.</li><li>• Other related duties as may be assigned from day to day.</li></ul>
<b><i>Knowledge Requirements</i></b>	<ul style="list-style-type: none"><li>• 3-5 years of commercial real estate investment analysis experience.</li><li>• Bachelor's Degree required, preferably with a finance or real estate emphasis.</li><li>• Demonstrated proficiency in Argus and Excel.</li><li>• Full understanding of real estate valuation, including discounted cash flows (NPV, IRR, cap rates, etc.).</li><li>• Experience underwriting the key real estate asset classes (apartment, office, retail and industrial).</li></ul>
<b><i>Competencies</i></b>	<ul style="list-style-type: none"><li>• Strong quantitative, analytical, and problem solving skills</li><li>• Strong oral and written communication skills; highly organized</li><li>• Must be able to work independently and will need to work cooperatively and productively with other areas of the organization</li><li>• Develop strong and effective relationships both internally and externally</li><li>• Keen attention to detail and the ability to manage to aggressive deadlines</li><li>• Ability to manage and prioritize multiple tasks</li><li>• Will need to interact well with the Information and Technology organization to develop and create key analytical reports.</li></ul>