

**Title: Portfolio & Real Estate Development Analyst****Location: San Francisco or Chicago****Apply Online: <https://www.digitalrealty.com/meet-digital-realty/careers/>**

Digital Realty focuses on delivering client-driven data center and colocation solutions by providing secure, reliable and cost effective facilities that meet each client's unique data center needs. Digital Realty's clients include domestic and international companies across multiple industry verticals ranging from information technology and Internet enterprises, to manufacturing and financial services. Digital Realty's 100+ properties are located across 30+ markets throughout Europe, North America, Asia and Australia.

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This newly added, high-visibility role is your opportunity to advance your career in a position offering tremendous professional development and exposure to multiple departments and key stakeholders. As a Portfolio & Real Estate Development Analyst, you'll oversee a variety of financial functions, including cash flow projections for ground-up developments and value-add projects, analyzing and modelling waterfalls/JV structures and distributions, forecasting, leasing / investment analysis and budgets, and completing ad-hoc portfolio reporting and analysis. Working closely with the VP of Portfolio Management and three Asset Managers, you will track inventory, construction and sales forecasts, and much more. At Digital Realty you can make contributions that will benefit your team and the company as a whole, and your successes will be noticed. Prove yourself a star and you can continue to advance your career along any number of paths from asset management to property management to sales and acquisitions and more.

**The Requirements**

The ideal candidate for this role will be a motivated and enthusiastic professional with some related experience. Additionally, to be a good fit for this opportunity you will have:

- A bachelor's degree in Finance, Accounting, Business, Real Estate or a similar field.
- 2 + years of experience in a financial analyst, real estate development analyst role or similar professional experience.
- Deep knowledge of Microsoft Office suite (PowerPoint, Excel, Word); exceptionally strong Excel skills are required and experience with Argus preferred
- Effective writing skills and ability to present information in a compelling format, as well as verbal interpersonal/communication skills
- Strong organizational skills, with the ability to prioritize and manage multiple projects simultaneously in a high-pressure setting.
- Must show tact, discretion, confidentiality and good judgement in handling sensitive and confidential matters and documentation; Candidate must be able to think strategically and work with data.
- A strong understanding of and ability to create financial reports and analysis.
- A team player mentality and strong learning acumen.
- The ability to work in a fast-paced environment with a strong sense of urgency, and to turn in quality work quickly, under strict time constraints.
- Flexibility and the desire to go above and beyond what is required of you.

- The ability to learn and understand software quickly
- Experience in the real estate development, private equity, investment banking, or related industry will also be an advantage

Although we do not anticipate much travel initially, you should be willing and able to travel periodically for training and to visit other site locations as needed.

### **The Role**

As Portfolio & Real Estate Development Analyst, you will be responsible for creating pro formas for and evaluating the feasibility of potential development sites. You will prepare equity waterfall models including investment distributions. Furthermore, you will analyze and validate monthly financial reports, annual budget, quarterly forecasts, and cash flow modeling of this regions' existing assets. You will be charged with consolidating information and relaying it back to the asset management and acquisitions teams. Between quarters, you'll spend the majority of your time working with asset managers on lease analysis, developing cash flow analysis, tracking construction and development projects and maintaining inventory. At the end of the quarter you will assist with forecasting, budgeting, and reporting; which will include occupancy and variance analysis, capital planning and redevelopment reports. More specifically, you will:

- Create and maintain asset-level and portfolio-level cash flow projection models and pro formas for development, re-development and operating assets;
- Provide analytical assistance to support asset management with leasing and capital expenditure decision making;
- Help update returns underwriting (IRR's, equity multiple) for portfolio assets using ARGUS and Excel
- Prepare and update financial models using Excel and/or Argus for existing assets and prospective investments.
- Perform sensitivity analyses and review various leverage and joint venture structures in Excel.
- Work with team members in the analysis, documentation and execution of various capital transactions, including acquisitions, partnerships, financings, and development programs.
- Conduct and analyze market research to evaluate prospective new investment opportunities or strategies.
- Interface with internal and external parties, such as design consultants, contractors, leasing/sales brokers, operating partners, lenders, accounting teams, legal counsel, market contacts, and other duties as assigned.
- Prepare investment analysis' for asset management team on respective properties.
- Track available supply, demand and competitors in various existing and targeted markets.
- Research and compile market trend, activity and competitor analysis data as needed.
- Assist to coordinate the preparation and consolidation of annual budgets and quarterly forecasts.
- Generate and review monthly and quarterly reporting package consisting of financial statements and ad hoc schedules for the region.
- Create and update financial reports and analysis of corporate assets.
- Maintain and review corporate assets inventory databases within the region.

### **Keys to Success**

- To excel in this role, you will need to have strong communication and interpersonal skills and the ability to effectively work with individuals at all levels across the organization and at different locations. Collaboration is key here, and you'll call on your organizational agility to successfully coordinate with different stakeholders and departments across multiple time zones. You'll need to be able to manage

numerous assignments, identify priorities and exercise good judgment. We're looking for a skilled and highly motivated individual who can research, compile, analyze, report and present findings in a clear and concise way. To fit in well with the team, you should be able to thrive in a fast-moving, often stressful environment and maintain an easy going manner and sense of humor, even as you undertake your responsibilities with a sense of urgency.