

Bear Real Estate Group
Real Estate Development Analyst
Chicago, IL
<https://bearreg.com/>

Bear Development is seeking a qualified and talented Real Estate Development Analyst to support Bear's Low Income Housing Tax Credit and HUD Rental Assistance Demonstration developments. Reporting to a Development Project Manager, the Affordable Housing Development Analyst will work closely with the Development Team towards the successful completion of affordable housing developments from inception through financing, construction completion and lease-up.

DUTIES AND RESPONSIBILITIES:

- Assist Project Managers and Senior Management in all aspects of the affordable housing development process
- Support all development functions including market analysis, site selection, financial analysis, lender and investor due diligence, architectural and engineering design, entitlements, construction, on-going monitoring, etc.
- Assist in the creation and maintenance of detailed financial models.
- Analyze LIHTC and other affordable housing programs to determine project feasibility.
- Track project timelines and schedules.
- Assist in land acquisition, including preparation of LOI's and purchase contracts with legal counsel, gathering of due diligence materials and tracking of contract timelines.
- Assist in securing the financial resources necessary to undertake various transactions, including preparing applications for tax credits, soft financing, and responses to Requests for Qualifications/Proposals.
- Assist in the financial closing with lenders and investors by gathering, reviewing and creating necessary due diligence items.
- Assist in the preparation of materials necessary for municipal and neighborhood meetings.
- Perform all other duties, as assigned.

QUALIFICATIONS:

- Four (4) Year Degree/Bachelor of Business Administration in Finance, Accounting, Business, Urban Planning or Real Estate.
- [SB1] Advanced skills in Microsoft Excel, Word, Power Point, and Outlook.
- Strong financial modeling and analytical skills.
- In depth understanding of affordable rental housing finance and development strategies.
- Real Estate development experience, including experience in affordable housing utilizing low-income housing tax credits, HUD programs or other affordable housing programs is desirable.