



Job Title: Investment Analyst
Location: Dallas/Remote
Strategy: Multifamily
Start Date: Immediate/Flexible

Opportunity

The Investment Analyst will be responsible for a wide range of functions surrounding the sourcing, underwriting, closing and business plan execution for multifamily investments. The selected person will work closely with key members of the multifamily team in all aspects of the platform. The job entails assisting with development portfolio, asset management and acquisition duties including financial modeling in Excel, investor reporting, and market analysis. Leon Capital Group will offer the candidate the opportunity to gain significant experience in a variety of development functions while working in a collaborative and entrepreneurial environment.

Responsibility:

- Create development pro-forma models to assist with investment decisions.
- Communicate with brokers to obtain marketing materials and perform initial review of due diligence materials.
- Develop and maintain weekly pipeline reporting for internal distribution.
- Assist in due diligence and transaction management efforts on awarded opportunities.
- Conduct detailed market research and comparative analysis.
- Maintain quarterly market data reports on existing and emerging new markets.
- Prepare variance reports and analyses and portfolio summaries for senior management and the investment committee.
- Structure/build detailed supply & demand analyses to support investment decisions
- Assist in the due diligence and underwriting of prospective developments
- Prepare presentation materials for existing and new investments
- Assist in investor reporting on a quarterly basis
- Provide support for the acquisition, financing and disposition process

Requirements:

- Bachelor's degree
- 2 to 3 years of multifamily real estate experience underwriting acquisitions and/or development
- Advanced proficiency in Excel, including building models, macros, and data analysis.
- A strong analytical thought process with sound judgement and a keen attention to detail.
- Ability to be a self-starter and work effectively in a small team and contribute to areas beyond the direct scope of responsibility.
- Excellent written and verbal communication skills.
- Must have strong project management skills, including the ability to multitask and meet deadlines in a timely manner.
- Willing to travel to target markets on a regular basis

If interested please send Christina Nguyen at christina@leoncapitalgroup.com your resume.