

EXEMPT JOB DESCRIPTION

POSITION: Project Analyst

REPORTS TO: Senior Vice President, Real Estate Development (SVPRED)

KEY RESPONSIBILITIES: Full Circle's Project Analyst is a position of critical importance to Full Circle's growth, stability, and achievement of its mission. The Project Analyst supports the day-to-day activities of the Real Estate Development (RED) Team on one or more developments. Specific duties of the Project Analyst include but are not limited to:

- Support RED Team Members on initial site analysis:
 - Identify potential sites for development activities;
 - Evaluate potential sites to determine feasibility;
 - Perform preliminary market analysis for rent, operating costs, sales price, market penetration, community demographics and indicators;
 - Review zoning and land use information, including soil survey, wetland, historical information, etc;
- Assist RED Team Members with financial underwriting:
 - Prepare initial proforma/model;
 - Solicit proposals for third party contracts;
- Coordinate financing applications with RED Team Members;
- Aid RED Team Members in entitlement processing;
- Perform outreach duties and public relations work as needed;
- Attend neighborhood and community meetings;
- Participate in City / County / State policy planning and advocacy efforts.
- Perform others tasks as may be assigned by the RED Team Members or President/CEO

ORGANIZATIONAL AUTHORITY: The Project Analyst is not an officer position within Full Circle, and is therefore prohibited from making financial commitments on the organization's behalf.

REQUIRED SKILLS AND ABILITIES:

- Self-starter with a strong attention to detail.
- Inquisitive and analytical mind.
- High aptitude in MS Excel, ARCGIS or similar.
- Well-developed oral and written skills.
- Ability to collaborate with a wide variety of individuals and groups.
- Capacity to work productively under pressure and manage complex deadlines.

MINIMUM QUALIFICATIONS: Bachelor's degree in real estate, business, finance, public policy or similar. Demonstrable experience with MS Excel and mapping tools.

PREFERRED QUALIFICATIONS: Bachelor's degree and 2 years' experience in real estate, community development, or finance, including transactional knowledge of low income housing tax credits, tax-exempt bonds, and other financing sources for affordable housing. A master's degree in city planning, architecture, business or a related field can be substituted for one year of experience.