



Title: Analyst / Senior Analyst, Acquisitions & Investment Management
Direct Report: Director and Senior Associate of Acquisitions & Investment Management team
Indirect Report: CFO/COO, Rick Gropper
FLSA Status: Full-Time Exempt

Job Summary

The **Analyst, Acquisitions & Investment Management** will support all aspects of the multifamily real estate acquisition process including underwriting, performing due diligence, creating presentations, writing investment memorandums, and completing quantitative and qualitative analysis. This individual will interact with various stakeholders throughout the acquisition process and assist with overall project team coordination. S/He will be responsible for supporting project teams in executing the business plan for newly acquired properties, preparing investment reviews, and executing all job functions with Camber's standard of care, resident-first approach, and entrepreneurial mindset.

Company Overview

Camber Property Group LLC (Camber) has been making an impact in the affordable housing market in the greater New York metro area for years, developing innovative projects and preserving much-needed affordable housing in communities across the five boroughs. The firm focuses on three primary business lines: acquisition and preservation of existing affordable housing assets, new construction of affordable and supportive housing, and new construction and acquisition of transitional housing. Camber is seeking candidates who possess drive, integrity, and strong work ethic to join our growing firm. The ideal candidate can work collaboratively and independently to analyze new opportunities, financing structures and other quantitative and qualitative analysis needs.

Duties and Responsibilities:

Specific duties will vary, but potential tasks may include:

- Perform initial screening of investments to determine fit with investment objectives.
- Support transaction due diligence, underwriting, financial modeling, project financing, site inspections, and lease abstracting, as applicable. Manage due diligence checklist and deal trackers.
- Correspond with third parties (brokers, lenders, consultants, etc.) to obtain market data and financing terms for project underwriting. Analyze economic conditions, market fundamentals and recent transactions within targeted areas.
- Prepare the acquisition memoranda and presentations inclusive of property overview, business plan, projected capitalization and returns, SWOT analysis, and other information as deemed necessary by the Investment Committee, and present investment recommendations to the Investment Committee for approval.
- Support the project team through the entire acquisition process, inclusive of managing meetings, coordinating with external parties (legal, regulatory, governmental agencies, community stakeholders,

insurance, lenders, property managers, etc), obtaining necessary approvals, coordinating agreements and deal documentation, preparing closing statements, etc.

- Support the project team in the implementation of the business plan; coordinate with asset managers, construction managers, and third-party property managers to ensure project team is implementing value-add initiatives and is efficiently working toward stabilization.
- Assist asset managers in the creation and presentation of initial operating budgets, and semi-annual asset review meetings, to capital partners.

Computer Skills

- Highly skilled in Microsoft Excel; financial analysis and modeling experience preferred
- Proficient with Microsoft Office, including Word and PowerPoint

Position Qualifications

- Bachelor's or Master's degree in Business Administration, Finance, Accounting, Real Estate, or other related field
- Excellent quantitative, analytical, written, and communication skills; ability to communicate effectively both verbally and in writing
- Must be able to work well on a team and independently
- Strong ability to maintain complete and accurate files and records
- Understanding of real estate fundamentals, and overall passion for real estate investment management
- Strong work ethic, attention to detail, time management, problem-solving skills, and willingness to learn
- 1-2 years of real estate underwriting and transaction experience preferred but NOT required
- Knowledge of affordable housing programs preferred but NOT required

Position Type/Expected Hours of Work

- Full-Time; Monday – Friday
- Overtime is expected on occasion
- Primarily in office, with hybrid options available on occasion

Travel

- This position operates primarily in an office environment but requires occasional travel to properties being analyzed for acquisition and post-acquisition

Compensation

- Salary 70,000 – 115,000 ; will be commensurate with experience
- Cash Bonus
- Long Term Incentive Plan

Benefits

Camber offers competitive health benefits as well as an unlimited vacation policy and 401k matching.

Diversity, Equity, and Inclusion

Camber actively seeks to recruit and employ a diverse and inclusive workforce.

Affirmative Action

Camber is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sex, sexual orientation, national origin, genetics, disability, age, or veteran status.

Disclaimer

This job description in no way states or implies that this is an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements, or working conditions to be performed by the employee in this position. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. It does not limit the assignment of related duties not mentioned.

All job requirements are subject to possible revision to reflect changes in the position requirements or to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a threat or risk to the health and safety of themselves or other employees. Employees will be required to follow other job-related duties as requested by their supervisor/manager (within guidelines and compliance with Federal and State laws). Continued employment remains on an “at-will” basis.

Please email your resume and a brief expression of interest to jobs@camberpg.com.