



DEVELOPING THRIVING COMMUNITIES

JOIN THE DevNW TEAM AS OUR NEW

Real Estate Financial Analyst

(Salary Range \$55,000 - \$75,000 with benefits + flexible schedule)

DevNW and our CDFI partner, Community Lending Works (CLW) are fostering vibrant, inclusive communities by prioritizing housing, asset development, wealth building, and small business development. To do this work we are deconstructing pervasive systems of oppression such as racism, classism, or sexism that maintain persistent disparities and perpetuate deep imbalances in power, opportunity, and wealth.

The Real Estate Financial Analyst's critical contributions to this work are the following:

- Drive resource utilization and maximization along the design-build continuum, by assisting the Senior Financial Analyst with the strategic financial due diligence, ongoing proforma monitoring, and proactive cash flow analysis necessary to both skillfully and creatively improve project efficiency, compliance, and overall fiscal performance of the portfolio.
- Help ensure that our real estate development projects remain on schedule and on budget, by ensuring the efficient and accurate processing of Real Estate Development (RED) invoices, draw requests and other financial tracking tasks across multiple projects, so that our Finance Team can issue and receive payments with timely and accurate information communicated from the RED Team.

To excel in this position, the Real Estate Financial Analyst will need these essential lenses:

- Excellent attention to detail in all tasks
- Understand the importance of good communication and collaboration across all teams involved in RED projects, including internal (RED, finance/accounting, leadership, etc.) and external (contractors, public funders, lenders, etc.)
- Ability to efficiently manage multiple projects, budgets, tasks, and deadlines
- A deep love of excel spreadsheets

It is CRITICAL that you have...

- Bachelor's degree in finance, accounting, math, or related degree
- Two to four years of demonstrated experience relevant to the job responsibilities
- Advanced Excel skills (will be tested during the interview process)
- Demonstrate a strong independent work ethic that is equally complimented by a patient, collaborative, and introspective approach to creative problem-solving
- Strong verbal and written communication skills
- Ability to work as part of a strong team and independently with direction
- Open to feedback with a willingness to learn & grow
- A commitment to Diversity, Equity, Inclusion and Justice

Example tasks/responsibilities for the Financial Analyst:

- Facilitate financial transactions related to real estate development projects, including processing incoming invoices, submitting paperwork to the accounting team for payment, submitting loan/grant draw requests, etc.



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- Assist the Senior Financial Analyst to monitor project expenses in accordance with the project proformas
- Complete weekly expense reports and monthly funding draw requests
- Assist with financial aspects of real estate transactions, including property acquisition, disposition, and finance closings
- Support the rest of the Real Estate Development Team with financial aspects of funding applications, ongoing compliance with funding sources, and other related tasks as assigned
- Willing and able to support the Senior Financial Analyst with feasibility modeling as needed, and ability to learn additional modeling skills over time
- Attend meetings, check-ins and complete deliverables for meetings as needed

It is GREAT if you have...

- Understanding of compliance principles as pertains to project management
- Understanding of affordable housing legislation, particularly around financing opportunities

It is a BONUS if you also have...

- Accounting of bookkeeping experience
- Profound passion, interest, experience with affordable housing development
- Ability to effectively communicate and/or translate advanced funding/financial items to others in a way that excites them, motivates change/action, or drives our agenda
- Good understanding of affordable housing financing

Additional Requirements...

- Ability to either pass a satisfactory criminal background check and/or offer a satisfactory explanation for items on record
- Proof of COVID-19 vaccination or medical/religious exception request

Apply for this opportunity to support DevNW's expanding real estate portfolio by providing an introduction letter detailing your interest that includes the following by priority date October 13, 2022 to careers@devnw.org:

1. Introductory email or cover letter
2. Current resume

DevNW is an Equal Employment Opportunity Employer. All qualified persons are encouraged to apply. Applications for employment will be considered without regard to race, color, national or ethnic origin, religion, gender, gender identity, sexual orientation, marital status, age, disability, and any other characteristic protected by applicable law.

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job, and believe you would be the best fit, we would encourage you to apply; please use your cover letter or introductory email to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please feel free to contact us.

DevNW values diversity and supports a welcoming, inclusive environment where all of our employees can thrive. We value a workforce that is representative of the communities we serve.