



Job Description

Position Title:	Asset Management Analyst – New York
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Summary of Position:

GAIA Real Estate is a New York-based real estate investment company that has owned over \$3.0 billion in assets. Founded in 2009 and vertically integrated, the company is backed by leading institutional and private capital. The company invests in residential real estate nationwide, with a current focus on opportunistic projects in the New York metro area. GAIA Real Estate is a diverse company that embraces employees with a self-starter mindset who are hungry, willing to learn and will grow as investment professionals. The Analyst will be an integral part of the Asset Management team involved in all aspects of maximizing the performance of the company's NY Metro and national multifamily investment platform of garden-style, mid-rise, and high-rise properties. The candidate will also assist the company's acquisitions, accounting, investor relations, construction management and property management teams on an ad hoc basis. The ideal candidate will have 1-2 years of relevant real estate finance, investment banking, or private equity experience and is highly versed in excel and real estate terminology, has good communication skills and can perform well in occasional high-pressure situations. The Analyst will be an integral member of the Investments Team.

Duties & Responsibilities:

1. Assist with multifamily asset management duties including financial modeling (primarily Excel based analyses), project management, cash management, client reporting and property valuation analysis.
2. Assist the team in providing operational guidance, financial oversight and consultation to 3rd party property management, marketing, and leasing personnel based upon the strategic plan with respect to each property.
3. Ensure assets are being operated in a manner consistent with the project's business plan, joint-venture operating agreements, and loan documents.
4. Monitor and assist with managing property-level capital projects and value-add initiatives.
5. Prepare investor, lender, and internal reports on an ad-hoc, monthly, quarterly, and annual basis.
6. Prepare ad-hoc analysis in Excel to analyze trends and/or property metrics and assist with special projects, as needed.
7. In conjunction with the construction and property management teams, establish the annual budget (capital and operating) and business plan, as well as provide assistance in the budget reforecast.
8. Assist the Asset Management team in conversations with lenders, institutional investors, vendors, and contractors.
9. Update sell/refinancing/hold analyses on portfolio assets.
10. Assist, as needed, with the underwriting, due diligence, capital markets and closing/onboarding processes of acquisition opportunities and the property sales of dispositions.
11. Organize and cataloge asset management files and records

Qualifications:

1. Bachelor's degree required, preferably in Finance, Accounting, Real Estate or related.
2. One to two years of relevant real estate finance, investment banking, private equity experience with a broker/owner/investor/operator (multifamily experience is preferred).
3. Outstanding quantitative and financial modeling skills in Excel. Experience with Argus is a plus.
4. Excellent time management, writing, presentation and communication skills.
5. Must have an awareness and understanding of project goals, deadlines, and ability to develop and monitor specific plans.
6. Ability to work individually or on a team.
7. Ability to effectively coordinate and manage multiple assignments, efficiently prioritize tasks and work with multiple parties.
8. Strong writing and presentation skills.
9. Strong work ethic, integrity and commitment to meet deadlines are essential candidate attributes.
10. Able to read and interpret financial statements.
11. Knowledge of Yardi and revenue management systems like LRO and Yieldstar a plus.