



Asset Management Analyst

Job Title: Asset Management Analyst

Type: Full Time

Location: Denver, Colorado

Urban Villages, Inc., is a Denver-based, real estate development and property management company that specializes in timeless design and environmentally responsible development and management practices (www.urban-villages.com). We focus on long-term value creation for all of our project stakeholders: investors, partners, tenants, neighbors, communities, and our environment. Urban Villages creates places where people and businesses thrive.

Urban Villages is expanding its asset management function and is seeking a critical thinking, highly organized analyst to play an integral role as a member of our growing team. The ideal candidate has a minimum two years of work experience in real estate asset management or finance and is eager to continue growing their professional skills and exposure.

Position Overview:

The Asset Management Analyst will assist in the asset management of a diverse portfolio of investment real estate and support buy/sell transaction execution. Key responsibilities for this position include creating and maintaining pro-forma underwriting models, reporting performance of assets, supporting transactions, and assisting asset management in creating and implementing asset business plans. Attributes and capabilities that are critical to this position include: financial and analytical aptitude, proficiency with Excel and ARGUS, excellent communication skills, well organized with strong attention to detail, desire to learn and grow, entrepreneurial mindset, independently motivated, and a strong sense of personal responsibility. This position reports directly to the Asset Manager.

Primary Responsibilities:

- Maintain ARGUS models for each asset, prepare cash flow projections in Excel and conduct analysis of proposed lease transactions
- Analyze opportunities for property value-add and repositioning investments, and make recommendations regarding the same
- Analyze and synthesize reports from property management, accounting and leasing teams
- Prepare executive-oriented investment reports and presentations
- Create and maintain a database to quickly access critical data for all assets (e.g. property demographics, key debt details, latest valuation, budgeted/projected cash flow, tax basis, leasing activity, etc.)
- Coordinate annual property budget process; support updating of property business plans; prepare and review CAM reconciliations
- Abstract lease documents, loan agreements or other legal documents
- Assemble lender reporting packages to maintain compliance with loan covenants
- Track loan maturities and assist in refinancing processes
- Support the evaluation, underwriting and due diligence of investment opportunities; generate memos detailing investment rationale, execution risks, and prospective returns
- Support property dispositions with analysis of sale strategies/offers and compiling of due diligence data rooms



- Conduct ongoing market research and maintain knowledge of relevant markets, submarkets, and property comps
- Other tasks as necessary to support the asset management function and Urban Villages' corporate goals

Candidate/Position Requirements:

- Bachelor's degree in real estate, finance or related field of study
- 2-4 years of related work experience in real estate asset management, finance, brokerage or consulting
- Foundational understanding of commercial real estate finance and accounting concepts
- Real estate cash flow modeling experience; advanced skills in Excel and ARGUS
- Strong mathematical and data analytical solving skills; demonstrated ability to explain and interpret results
- Experience with commercial real estate transactions (leasing, buy/sell) a plus
- Strong organizational skills with ability to prioritize and manage multiple tasks in a timely manner
- Excellent writing and strong verbal communication skills
- Absolute discreteness in receiving and handling sensitive information
- Exceptional customer service and interpersonal skills; ability to professionally interact with a broad range of clientele/relationships
- Exceptional work ethic and ability to accomplish objectives with little daily supervision and distraction
- Prior success working in a team environment
- Ability to travel when needed, often on short notice

Compensation and benefits:

Compensation will be commensurate with skills and experience. Employees may be eligible to participate in benefits packages, which include medical, dental, vision, retirement, paid holidays, vacation, sick time, and a public transit pass.

Application Process:

Candidates should send a cover letter, résumé, salary requirements and available start date, to careers@urban-villages.com. Qualified candidates will be contacted directly. No phone calls, please.