



Hiring: Acquisitions & Development Analyst

Location: Corporate Office - Norwood, MA 02062

Hours: Full-Time

Pay Rate: Starting at \$90,000. Yearly Salary

Department: Acquisitions and Development

Reports To: Director, Acquisitions and Development

FLSA Status: Exempt

The Acquisitions & Development Analyst supports the underwriting, due diligence, financing and execution of affordable and multifamily housing transactions.

The position will focus on transactions involving the company's partners' existing portfolio, including acquisitions, refinancings, recapitalizations, rehabilitation projects, and other preservation and development initiatives. The Analyst will also support new acquisitions and development opportunities with existing and new owners, joint venture partners, and institutional and private capital sources.

This is an associate-level position offering broad exposure to affordable housing investment and development. The Analyst will work closely with senior members of the Acquisitions & Development and collaborate with Asset Management, Property Management, Finance, and external partners throughout the transaction lifecycle.

Key Responsibilities

Underwriting & Financial Analysis

- Develop a working knowledge of financing and regulatory structures used in affordable housing, including Low-Income Housing Tax Credits (LIHTC), tax-exempt bonds, HUD programs, rental subsidies, conventional and agency debt, and other public and private financing sources.
- Support the screening and underwriting of affordable and multifamily acquisition and development opportunities.
- Evaluate existing portfolio for financing, restructuring, rehabilitation, or strategic opportunities.
- Build and maintain financial models evaluating property operations, acquisition costs, development and rehabilitation budgets, financing structures, LIHTC equity calculations, cash flows, and investment returns.
- Analyze historical financial statements, rent rolls, operating budgets, capital needs, debt, subsidy contracts, and other property-level information.
- Research and validate revenue, expense, rent, financing, and development assumptions used in underwriting.
- Prepare sensitivity analyses and financial scenarios to evaluate transaction risks and alternative structures.

- Model Year 15 exit scenarios in coordination with Asset Management, including option and right of first refusal economics, exit taxes, resyndication feasibility etc.

Due Diligence & Transaction Support

- Maintain and drive the diligence checklist for active transactions, track outstanding items and coordinate follow-up with third parties through closing.
- Coordinate and review third-party reports, including appraisals, capital needs assessments, Phase I environmental, market studies, zoning analyses and other due diligence materials.
- Assemble financing applications and agency submissions, including QAP scoring analysis, exhibits, and narratives.
- Support a transaction's closing by maintaining closing checklists, reviewing closing statements and funding flows, and assisting with post-closing requirements.
- Assist in preparing investment summaries, presentations, and recommendations for senior leadership, ownership partners, investment committees, lenders, and capital partners.
- Review and summarize partnership agreements, regulatory agreements, LURAs and extended use agreements, loan documents, and HAP contracts.
- Support the transition of completed transactions to Asset Management, Property Management, Finance, and other operating teams.

Pipeline & Reporting

- Assist with maintaining the acquisition and development pipeline and tracking prospective transactions, relationships, and key deadlines.
- Support responses to RFPs, acquisition opportunities, development solicitations, and other new business opportunities.
- Conduct affordable and multifamily housing market research and comparable analysis, including capital markets, regulatory trends, development activity, sales, rents and operating expenses.
- Prepare financial analysis, market research, investment materials, and presentations for prospective owners, joint venture partners, lenders, and investors.
- Support special projects and strategic initiatives as assigned.

Qualifications

- Bachelor's degree in real estate, finance, economics, business, urban planning, or a related field.
- One to four years of experience in real estate finance, affordable housing, lending, syndication, agency work, or public-sector housing finance.
- Advanced Excel modeling capability, including multi-tab pro formas built from scratch.
- Strong quantitative and analytical skills.
- Strong organizational skills and attention to detail with the ability to manage multiple assignments and deadlines.
- Strong and clear written and verbal communication skills with the ability to work collaboratively with internal and external stakeholders.
- Self-motivated, intellectually curious, and interested in affordable housing investment, development, and finance.

Preferred

- Graduate degree or relevant coursework exposure to real estate finance and affordable housing acquisition and development.
- Familiarity with LIHTC, project-based Section 8, tax-exempt bonds, or state soft-fund programs.
- Experience in or familiarity with HallKeen's markets — New England, New York, North Carolina, Virginia, Maryland, and Florida.

Benefits

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit.

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