



Sr. Associate/Associate – Acquisitions

CDT forms joint ventures with experienced non-profit, public, and for-profit affordable housing operators to acquire and preserve existing income- and rent-restricted (LIHTC, Section 8, etc.) properties. The Acquisitions Associate/Sr. Associate will assist in managing the evaluation, acquisition, and, in some cases, rehabilitation of existing affordable housing properties throughout the United States.

The primary responsibility for the Acquisitions Sr. Associate/Associate will be to quickly analyze and underwrite potential equity investment opportunities and provide CDT's Acquisitions staff with feedback on the potential risks and benefits of each opportunity. The Acquisitions Sr. Associate/Associate will draft materials for internal and Investment Committee approval and coordinate with various departments at CDT to ensure a successful closing.

The Acquisitions Sr. Associate/Associate will also focus on research to identify and manufacture programmatic opportunities that fit CDT's unique mission and economic investment goals. This role has meaningful opportunity for growth within CDT's Acquisitions team.

DUTIES AND RESPONSIBILITIES:

- Collaborate with CDT's senior staff and joint venture operating partners to conduct an initial feasibility analysis for potential acquisitions of properties, interests, and portfolios.
- Quickly and independently identify whether the property, partner, and business plan for the acquisition are consistent with CDT's investment criteria.
- Identify and obtain critical due diligence information for underwriting purposes.
- Review and analyze financial statements, rent rolls, loan documents, regulatory agreements, partnership agreements, and other due diligence information to underwrite the potential investment.
- Adjust and customize CDT's Microsoft Excel-based equity investment model according to the unique terms of and business plan for each transaction.
- Identify the most significant risks and opportunities for each transaction and effectively communicate these to senior staff.
- Coordinate third party reports and site inspections.
- Compose Investment Proposals for submission to the Program & Investment Committee.
- Manage the closing process and any required lender underwriting of CDT.
- In some cases, monitor construction progress and process construction requisitions with CDT's joint venture partners.

Qualifications:

Fundamental understanding of multifamily real estate and familiarity with joint venture structures.

Commitment to mission-centric community development.

Ability to independently operate and self-motivate to problem solve.

Strong project management skills.

Salary commensurate with experience plus bonus potential.

Please send resume and cover letter to: jobpostings@cdt.biz