



## **McPherson Implementing Local Redevelopment Authority**

### **Job Description**

#### **Real Estate Analyst**

The McPherson Implementing Local Redevelopment Authority (MILRA) is the agency charged with the redevelopment of 145 acres of the former Fort McPherson located in Southwest Atlanta, Ga. Established in 2009 by the State of Georgia, its mission is to transform the Army post into a vibrant location that empowers the community and catalyzes prosperity through growth and development. MILRA will deliver a walkable, mixed use development connected to two MARTA stations, including a vibrant historic village, mixed use retail development supporting Tyler Perry's planned film studio, office or medical office space, and market rate multifamily developments. This redevelopment will uplift the surrounding community and enrich the quality of life with transformative investment and sustainable growth, while honoring the rich history of the former Army post.

#### **Responsibilities:**

- Research regarding real estate, buildings, property, clients, etc.
- Organization of property assets/related information, while using Microsoft, Excel, and PowerPoint to document/present (data processing)
- Documentation of real estate related tasks/projects/accomplishments for bi-weekly presentation
- Documentation of daily duties/hours of AG Electrical employees
- Assist Real Estate Director and Broker with contacting/responding to inquiries of prospective clients
- Demographic Dashboard Project w/ Neighborhood Nexus
- Loan Packaging Project for Duplexes
- Scribe for Meetings
- Property Tours/Site Visits
- CAD File labeling/organization
- Contacting various contacts (as requested)
- Assistance with various administrative tasks as requested

- Research/Analysis of economic/market trends to support leasing/marketing efforts of RE Team (and provide written findings as necessary)
- Monitor/Report performance of competitive/associated properties
- Assist with preparation of investment packages/deals
- Assist with management of property inventory (currently enrolled in a related course)
- Website/Social Media development/maintenance
- Creation of marketing materials (flyers, brochures, guides, etc.)
- Perform Pro Forma analysis (as skills increase)
- Prepare/Present presentations for various clients/consultants
- Perform additional administrative duties/projects as requested/assigned
- Analyzing land value,
- Assist with the leasing and management of The Fort Mac residential property,
- Assisting with the activation of the property through events,
- Creating and/or locating collateral property information (maps, reports)
- Other duties as signed

**Education and Experience:**

BS/BA in business management or business-related discipline; related experience to include at least two years of experience in real estate and one-year experience using financial systems. At least 5 years of experience in Real Estate, Property Management, Asset Management, or related real estate field OR equivalent combination of education and experience that equips the applicant with knowledge, skills and abilities as described above.

**Resumes should be submitted to: [fortmaclra.com](http://fortmaclra.com)**

**Fort Mac LRA is an Equal Opportunity Employer. All qualified applicants, including but not limited to Minorities, Females, Disabled and Veterans are encouraged to apply.**