



# CLARK STREET *Development*

Clark Street Development (“CSD”) is an entrepreneurial Chicago based commercial real estate development firm. CSD specializes in retail, industrial and mixed-use projects throughout the Chicagoland area, but has investments throughout the United States and abroad.

Additional information about CSD can be found on its website at: [www.clarkstreet.com](http://www.clarkstreet.com)

## **POSITION DESCRIPTION: INVESTMENT ANALYST**

CSD is excited to offer a unique opportunity to gain valuable real estate development experience. The candidate will be intimately involved in the process of investigating, acquiring, developing, maintaining and disposing of commercial real estate property. Although the position will require a typical office setting, the candidate will be exposed to meetings with tenants, lenders, municipalities and other industry professionals, as well as getting out surveying various markets.

### **KEY RESPONSIBILITIES**

The Investment Analyst will provide support to CSD’s team of Principals. Key responsibilities include:

- Assist in the acquisition of new properties for development and redevelopment
- Support loan originations by creating lender packages & assembling due diligence materials
- Perfect compliance requests for existing lenders
- Complete loan and lease abstracts
- Track capital contributions and provide account analysis for portfolio projects
- Create reports and presentations for municipalities, retailers, lenders & Principals
- Survey markets for potential property acquisition & tenant study
- Other administrative tasks

### **EXPERIENCE & QUALIFICATIONS**

- BS in Finance or related field, with a strong understanding of accounting principals
- Proficient in MS Excel (financial modeling), Word, PowerPoint & Adobe Photoshop
- Very strong analytical skills

### **OTHER QUALIFICATIONS**

- Independent work ethic, requiring limited supervision
- Ability to work efficiently & accurately under pressure
- Must be organized and detail oriented in a fast paced environment
- Basic understanding of the real estate business