

CITYMARK
CAPITAL

Job Title:	Investment Analyst, Asset Management	Location:	Cleveland, OH
Position Type:	Full-time	Travel Required:	Some travel required
Applications Accepted By:	hiringmanager@citymarkcapital.com		

ABOUT CITYMARK CAPITAL:

Citymark Capital is an established institutional real estate private equity platform that seeks to create attractive risk-adjusted returns by investing across the capital stack and market cycles in multifamily assets. Learn more at <https://citymarkcapital.com/>

POSITION DESCRIPTION:

Citymark Capital is seeking an Investment Analyst with a minimum of two years of experience in a Finance, Economics, or closely related role. The Fund Analyst will play an impactful role on the Asset Management team, while also providing valuable contributions cross functionally. This position is an exciting opportunity for a high energy individual to add value to a collaborative, dynamic team at an established real estate private equity platform that is growing rapidly.

The ideal candidate will possess a bachelor's degree and a background in commercial real estate, private equity, or investment banking, be detail oriented, self-motivated and technologically fluent. The Investment Analyst will adhere to the highest ethical standards, as well as demonstrate a strong work ethic and commitment to represent Citymark with dependable professionalism.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Asset Management responsibilities:
 - Review monthly property financial reporting packages, monthly loan servicing reporting packages, annual budgets, and investment proforma; aggregate and report selected Key Performance Indicators to the Citymark team in a clear and concise format
 - Assist in identifying and escalating significant issues to the Managing Director of Asset Management and the Leadership Team
 - Model various sensitivity scenarios for underlying debt and equity investments to guide decisions and manage fund performance for multiple private equity funds
 - Collaborate with the Fund Operations team while executing the completion and delivery of quarterly and annual investor reports within required deadlines
 - Assist in the preparation of quarterly valuation models for fund investments
 - Manage investment cash flows, including approving investment distributions and tracking and reporting cash receipts
 - Prepare investment memoranda, effectively communicating and defending a position both in written materials and via presentation to Investment Committee
 - Support compliance efforts and risk management initiatives by conducting financial due diligence and maintaining accurate records

- Cross Functional responsibilities:
 - Maintain fund financial models; track performance and evaluate results against previously established benchmarks
 - Perform market research and industry analysis to identify trends and opportunities that align with investment strategies
 - Assist in financial modeling and underwriting of real estate equity investments, preferred equity investments, and structured credit transactions
 - Provide support for the annual audit and tax return process
 - Collaborate with teammates to help build business in an energizing and dynamic environment
 - Assist other team members as necessary, including the preparation of various ad hoc analyses

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Bachelor's degree in Business Administration, Finance, Economics, or closely related field
- MBA a plus

PREFERRED SKILLS:

- Highly advanced Excel model creation experience is expected
- Minimum of two years of experience in a Finance, Economics, or closely related role
- Excellent analytical and quantitative skills combined with ability to clearly articulate findings
- Exposure to commercial real estate, private equity or investment banking in a previous role is preferred
- Strong oral and written communication skills
- Self-motivated with the ability to manage multiple priorities simultaneously under tight deadlines
- Detail oriented, balanced with the ability to understand overarching strategic priorities
- Client relationship skills
- Promote and demonstrate a positive, team-oriented attitude

ADDITIONAL NOTES:

Citymark Capital is an equal opportunity and affirmative action employer. All qualified candidates will be considered for employment without regard to race, color, religion, gender, age, disability, sexual orientation, national origin, veteran status, or any other category protected by law. Citymark Capital is a drug and tobacco free workplace.