Job Description

![GBX Group logo]

Job Title: Analyst

Job Function: Data research and analysis

Reporting To: Director of Valuation

Job Location: Cleveland, OH

Summary:

The Analyst will be responsible for in-depth research and analysis of real estate related projects to support GBX Group's production and compliance functions. This role requires strong real estate data knowledge, advanced spreadsheet and analytic skills, and the ability to interpret data relationships to generate meaningful reports. Experience working with and developing basic database tools for analysis is preferred. Additionally, the Analyst will contribute to overall market analysis to find areas of opportunity within the real estate space to work on both internal and client projects. The Analyst is a member of the Valuation team and will work closely with the Acquisitions, Asset Management, and Development teams.

GBX Group is an innovative, entrepreneurial organization. Working with our investors, we are dedicated to the revitalization of historic real estate properties in some of the greatest cities in the US. Our culture is unique and very important to us. We challenge one another, work hard and truly enjoy how our work makes a difference to people in the communities we serve. We are looking for someone who is smart, driven and passionate about being part of a team that makes a real impact to join GBX as our Analyst.

Essential Duties and Responsibilities:

- Track and analyze market data to determine market opportunities and support the generation of values for those opportunities. Collect/update real estate data for new/existing market reports (generic and internally created models) by utilizing the following tools:
    - Subscription tools (CoStar, ESRI, MLS, etc.)
    - Customized market research (web based)
    - Interviews (property managers, real estate professionals, etc.)
    - Published reports
- Research and compile market data, and source relevant data to support decision making, economic studies, and developer/seller investment packages using the following data:
    - Income/Expense data
    - Costs
    - Economic data (Cap Rates, Discount Rates, etc.)
    - Comparable sales
    - Demographics/population trends
    - Industry research
    - Lease terms
    - Maps/GIS
- Based on existing historic building data as well as proposed architectural data, develop cost data to support asset management (redevelopment, TI, etc.) as well as new project cost estimates by utilizing Marshall & Swift.
- Archive and maintain data for historic context in support of future analysis and/or audits. Maintain and update databases for target markets on an ongoing basis.
    - Help architect data structures to allow for easier cross referencing of data (i.e., mapping tools with market data) and easier storage and retrieval of historic data to track trends.
- Perform analysis utilizing property reports and CoreLogic Commercial Express/RCT Express to generate insurance estimates for commercial assets.
- Support asset management team by providing data to validate ongoing financial reports for going concern projects.

Job Description

Knowledge, Skills & Abilities:

Knowledge, skills and abilities listed below are the requirements needed to be proficient in the job:

- Demonstrate GBX cultural values
- Well-organized and hardworking with the ability to prioritize and multitask
- Assertive, creative, and adaptable to changing conditions
- Resourcefulness and problem-solving aptitude
- Ability to communicate effectively, both orally and written, using accepted business language
- Proactive and forward thinking
- Ability to keep information confidential
- Self-directed yet works well within a team
- Ability to work collaboratively with colleagues and staff to create a result driven, team-oriented environment
- Meet deadlines
- Naturally curious
- Passionate and knowledgeable about real estate
- Strong research and analytical skills
- Detail oriented

Education/Experience:

- Bachelor's degree in areas related to finance, economics, real estate, math, or statistics is preferred.
- Minimum 1-3 years' office work experience which includes interpersonal research, analysis, and reporting.
- Real estate finance experience (academic or market) preferred.
- Appraisal training preferred.
- Familiarity with industry data terms and sources for: lease terms, rent, TI, variances, operating expenses, lease renewals.

Computer Skills:

- High proficiency with Microsoft 365 suite of applications (Word, Excel, PowerPoint, Outlook, Teams, etc.).
- Expert knowledge of real estate management software.
- Ability to leverage AI platforms (ChatGPT, Copilot, etc.) to streamline workflows, enhance decision-making, and drive innovation through automation and data-driven insights.
- Knowledge of reporting dashboards and analytics platforms (e.g., Power BI, Tableau, Excel) to create visualizations, generate insights, and support data-informed decision-making.

AAP/EEO Statement:

GBX provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. GBX hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.