

Nothing in this job description restricts management's right to reassign duties and responsibilities to this job at any time.

DUTIES: Serves as Real Estate Analyst in the Real Estate Department (Department) of the Office of the Executive Vice President and Chief Revenue Officer, Metropolitan Washington Airports Authority (Airports Authority). Provides analytical support to the management of the current portfolio of developed real estate and provides market research and analysis of the bringing-to-market of undeveloped Airports Authority property at Washington Dulles International Airport (IAD) in non-aviation commercial markets utilizing valuation and assessment methodologies and quantitative modeling. Performs related functions.

Support to the Management of the Current Portfolio

Analyzes rent rolls and monthly operating statements, and reports any variances as compared to the budget and business plan incorporating the strategy of an action plan, as necessary, in the proactive management of cash flow. Assists the Asset Manager in the development of leasing and financing strategies for existing assets.

Analyzes pro formas, lease contracts, agreements, property-level financial statements, and underwriting agreements. Strategizes with property management and building engineering/maintenance staff to establish the revenue, expenses, net operating income forecasts and budgets and, when appropriate, renovation, capital improvements, and rent increases associated with the overall business plan. Assists property managers in tenant relations and negotiations.

Supports the periodic audit, appraisal or internal valuation of each asset within the portfolio.

Research and Analysis

Conducts specialized real estate market research pertaining to property types and markets of interest in order to increase the realizable value of real estate market resources. Monitors and analyzes conditions in specified commercial real estate markets utilizing regional data and nationwide real estate, economic, and financial data and research.

Develops and maintains working relationships with the Airports Authority's property managers and with brokers, appraisers, and research professionals to obtain market insight.

Monitors lease turnover, tenant satisfaction, and the Airport Authority's reputation within the real estate market.

Strategizes risk mitigation, capital investment and property redeployment.

Strategizing and Implementation of New Real Estate Development Initiatives

Works with the Business Development Manager (Real Estate), the Real Estate Asset Manager, and the Executive Vice President and Chief Revenue Officer to bring viable real estate prospects to market and under lease. Assists in researching and defining new real estate development concepts for multiple greenfield sites at IAD and redevelopment and reinvestment concepts for existing commercial land-lease tenants whose property will revert to the Airports Authority. Evaluates commercial land use concepts for maximum revenue and use of land at IAD.

Collaborates with other Department members and with other Airports Authority Offices and Departments to strategize new market opportunities and business terms for undeveloped land and to decide on redevelopment and reinvestment concepts for existing Airports Authority commercial land-lease tenants. Identifies and evaluates the feasibility or viability of preferred strategies for each property in the portfolio.

Assists with the assessment and response to unique requests/proposals/offers for land leases for large industry or government installations which typically occur in region-wide, state-wide, or nation-wide searches for sites.

Assists with the preparation and review of written and graphic materials for property marketing. Participates in the advertising for, selection of, and negotiations with developers on selected parcels, including responding to unsolicited offers within the guidelines of the Department. Participates in the negotiation or amendment of lease agreements including terms and conditions.

--Communicates and interacts effectively with internal and external business contacts including, but not limited to, other members of the unit/team, other Airports Authority employees (such as managers, supervisors, professionals, and support staff, including staff in the Offices of Engineering, Finance, and General Counsel).

--Uses a computer and (a) modern office suite software (such as MS Office) to communicate (email), plan, schedule, word process, prepare presentations and graphics, manipulate data (spreadsheets and databases), and research (includes Internet use to search out new products and technologies and keep up with technology), (b) enterprise system/software such as the Airports Authority's ERP application for budgeting, time and attendance reporting, and other functions, and (c) financial and real estate specialty systems/software used in the Department.

--Operates a motor vehicle, airside and landside, on and off the Airport complex, to attend meetings, visit real estate sites, and perform related functions.

--*Performs other duties as assigned.*

Critical features of this job are described under the headings below. They may be subject to change through reasonable accommodation or otherwise.

MINIMUM QUALIFICATIONS (MQs)

To be rated qualified for this job, an applicant must meet all of the MQs listed below at the time of vacancy announcement closure.

1. A bachelor's degree in any field providing a strong foundation for successful performance of the DUTIES in this job description, or an equivalent combination of education, experience, and training that totals four years.
2. Two years of progressively responsible experience in commercial real estate analyses that includes substantive work in the range of DUTIES in this job description, including experience (a) identifying key real estate market drivers, assessing/analyzing their impact on a given real estate market, and communicating related analysis and conclusions to management and key decision makers, (b) analyzing key economic/financial and demographic trends on the metropolitan area level, (c) assessing how movements in these trends will impact the relevant supply/demand drivers for the assigned property types, and (d) using major real estate data providers, such as REIS, Real Capital Analytics, LoopNet, etc.

Education and training beyond what is needed to satisfy MQ 1 above may be substituted for up to two of these years of experience (MQ 2) on a week-to-week basis provided the education and training provide evidence of the knowledge, skills and abilities required by items 2(a) through 2(d) above.

PREFERRED QUALIFICATIONS

The qualifications listed below (if any) are preferred and may be considered in the selection process, but are not required to be rated qualified for this job.

1. A Virginia Real Estate License or certification as Certified Property Manager (CPM), or Certified Commercial Investment Member (CCIM).
2. Experience as an analyst with properties in Northern Virginia.
3. Experience with one or more commercial real estate segments such as transportation, industrial/warehousing, IT technology (including data centers and fiber transmission), government/secure, office, and/or hospitality.
4. Proficiency with demographic and real estate data bases/specialty software such as Argus.
5. Experience performing statistical analysis of large amounts of data utilizing advanced features of Microsoft Excel.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER FACTORS (KSAOs)

The following KSAOs are required for successful performance of this job and are a basis for rating and ranking applicants who are found to meet the MQs. *Local, Federal, airport industry or Airports Authority specific bodies of knowledge listed below may be acquired*

on the job, typically; ability to rapidly acquire them is required at the time of vacancy announcement closure.

1. Knowledge of analytical processes, tools, and references of real estate analysis in order to assess the actual and potential financial performance of Airports Authority property at IAD.
2. Knowledge of the commercial real estate market in Northern Virginia and the principals, practices, and procedures of commercial real estate asset analysis of office, hospitality, transportation, and industrial land uses to perform market analysis.
3. Knowledge of regional economics, demographics, and development trends including economic modeling, forecasting, and assessment metrics to help position the development of Airports Authority property at IAD.
4. Skill in financial analyses including cash flow, and calculations of rates-of-return, return-on-investment, yield, and present value to conclude property valuations.
5. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include analyzing real estate markets for opportunities and developing forward-looking perspectives on specific property types.
6. Skill in oral communication to understand verbal information (including facts, assertions and arguments) and to express such information verbally so that others will understand and, at times, be convinced or persuaded. Examples include making presentations to management, contractors, and developers and explaining real estate analysis to other Department employees.
7. Skill in written communication to understand written information (facts and sometimes conflicting assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information in writing so that others will understand, and, in certain circumstances, be convinced or persuaded. This includes skill in the review of the written work of others, including peers, and contractors. Examples include proposing new, standard clauses for contracts, proposals, and writing routine/non-routine memoranda about real estate issues.
8. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner.
9. Skill in using a computer and (a) modern office suite software (such as MS Office) to communicate (email); plan; schedule; word process; prepare presentations and graphics; manipulate data and perform analysis (spreadsheets and databases); develop reports; and perform research (Internet use, as in searching for performance information and keeping up with technology); (b) enterprise systems/software for requisitioning, budgeting, time and

attendance reporting, and other functions; and (c) special systems/software used in the Department.

RESPONSIBILITY Is responsible for performing real estate and financial analytics related to property performance and potential in support of the Airports Authority's real estate strategic planning and ongoing property management at IAD. Work has significant impact on the strategic success of business, revenue growth, and land development at IAD.

Reports to the Business Development Manager (Real Estate) (Supervisor). Most work flows to the incumbent as a result of assigned functions and processes. Other work is typically in the form of special assignments. Supervisor provides broad objectives and policy guidance for recurring assignments and, in consultation with the incumbent, brief instructions and time frames for special projects. Incumbent collaborates with and keeps Supervisor informed and typically elevates only highly complex or highly sensitive issues for assistance in resolution; initiative is expected. Incumbent coordinates closely with a variety of internal and external parties to fully understand and appropriately consider land/property development issues. Most work is accomplished in concert with the Real Estate Asset Manager or independently with the incumbent solving problems that involve multiple, complex financial and non-financial considerations. Special projects are usually reviewed at milestones for effectiveness of project management and, once implemented, for overall impact. Work is typically reviewed in terms of quantity, quality, timeliness, customer service, teamwork adherence to guidelines, and other factors, including specific performance management requirements.

Guidelines include the Airports Authority's property lease from the U.S. Department of Transportation; Airports Authority's Airport Use Agreement and Premises Lease; grant assurances and conditions from the Federal Aviation Administration (FAA); state, local, or regional land use and transportation plans and policies; Airports Authority directives and procedures; and applicable Federal, state, or local laws and regulations. Other guidelines include standard leasing provisions and language and real estate management standards. Incumbent selects and closely adheres to applicable guidelines; incumbent seeks advice from Real Estate Asset Manager or Supervisor when variance from guidelines may be appropriate.

EFFORT The work is primarily sedentary and typically requires light physical effort as in opening/closing file drawers, lifting and carrying files/building plans, etc. Incumbent may sit for extended periods while performing desk work; moves about to obtain or distribute work materials, meet with people, etc. Regularly uses a computer to develop reports, analyze costs and perform other tasks; operates other office equipment. Frequently exchanges information by telephone. Regularly reviews contracts and regulations containing small print. In driving, operates vehicle using judgment in consideration of weather, traffic and other factors.

WORKING CONDITIONS Works primarily in an adequately lighted, ventilated and temperature controlled office and conference rooms. May be exposed to some adverse weather conditions and dust/dirt when visiting development sites.

OTHER SIGNIFICANT JOB ASPECTS: None.

