POSITION:
Development Analyst

JOB DESCRIPTION:
Twin Rivers Capital, LLC is an established and successful commercial real estate development and brokerage firm based in Charleston, South Carolina. The company specializes in the development of single tenant retail projects throughout the Southeast for nationally recognized retailers and has built a reputation for delivering high-quality development opportunities from concept through completion.

We are seeking a motivated, full-time Development Analyst to join our growing team. This is an entry level position designed for a smart, analytical, and highly motivated candidate who is interested in building a career in commercial real estate development. The Development Analyst will gain hands on exposure to the development process while supporting projects across the company's pipeline and working closely with Associate Development Managers, Development Managers, and the Vice President of Development.

The Development Analyst is responsible for research, analysis, project support, and production of key development deliverables. This role is intended to provide a strong foundation in commercial real estate development and prepare high performing individuals for advancement within Twin Rivers Capital's development career track. Strong performers may be eligible for promotion to Development Coordinator after approximately one year based on demonstrated ownership, judgment, reliability, and performance with future further advancement to an Associate Development Manager to Development Manager to Senior Development Manager.

RESPONSIBILITIES:
- Owns first draft production of Trade Area PowerPoint presentations for the development team, with Development Interns providing support as needed.
- Directs and reviews Trade Area PowerPoint work completed by Development Interns before materials are submitted for review by the development team.
- Conducts market research, demographic analysis, traffic count research, and competitive analysis to support site evaluation and development decisions.
- Assists with preparation of initial site layouts and feasibility reports under the direction of an Associate Development Manager or Development Manager.
- Supports preparation of Real Estate Committee (REC) packages, including data gathering, research, formatting, and initial drafting.
- Builds and maintains market research, pipeline tracking, and other analytical materials used by the development team.
- Prepares and maintains Excel based analyses, reports, trackers, and other project deliverables.
- Assists with organization and review of due diligence materials, including surveys, environmental reports, title work, and other third-party documentation.
- Assists with contract review and organization under the direction of senior members of the development team.
- Participates in site tours, due diligence calls, client meetings, and other project meetings to develop a working understanding of the commercial real estate development process.
- Works closely with the development team to understand project requirements, priorities, deadlines, and deliverables.

- Actively seeks and applies feedback from project leads and other members of the development team. The Analyst will work with and learn from multiple levels of the organization throughout the development process.
- Communicates proactively regarding project assignments, deadlines, questions, and potential issues.
- Performs additional projects and duties as assigned.

QUALIFICATIONS:

- 0 to 1 year of professional experience. Strong candidates straight out of school are encouraged to apply, including standout candidates from Twin Rivers Capital's internship program.
- Bachelor's degree in real estate, finance, business, or a related field required.
- Advanced proficiency in Microsoft Excel, Word, and PowerPoint.
- Strong analytical and research skills with exceptional attention to detail.
- Excellent written and verbal communication skills.
- Strong organizational and time management skills with the ability to manage multiple assignments and deadlines.
- Self-starter who is highly motivated, dependable, coachable, and eager to learn.
- Ability to take direction, apply feedback, and progressively take ownership of responsibilities.
- Strong interest in commercial real estate and a desire to develop a long-term career in commercial real estate development.
- Ability to work effectively both independently and collaboratively in a deadline driven environment.
- Ability to work full time, in person, in Charleston, SC.

GROWTH PATH:

The Development Analyst is the entry point into Twin Rivers Capital's development career track. Strong performers may be eligible for promotion to Development Coordinator after approximately one year based on demonstrated ownership, judgment, reliability, and performance rather than tenure alone.

BENEFITS:

Paid time off, paid holidays, and health insurance stipend

JOB TYPE:

Full-time, in-person

SCHEDULE:

Monday to Friday, 8:30 AM – 5:30 PM

WORK LOCATION:

Charleston, SC (applicants must reside within the I-526 corridor)