



Real Estate Financial Analyst

About the Real Estate Foundations

The Clemson University Real Estate Foundation (CUREF), Inc., is an independent, non-profit 501(c)(3) organization which is an affiliate of Clemson University and the Clemson University Foundation. CUREF has its own independent Board of Directors and president seeking to accomplish four goals for Clemson University:

- Advance the University through gifts of real estate and property
- Serve as the efficient conduit through which gifts of real estate and property are received and liquidated
- Participate in the stewardship of real estate in support of the University
- Assist and advise any college or department which includes a concentration in real estate as part of its academic offerings

The Clemson University Land Stewardship Foundation, Inc., (CULSF) is an independent, non-profit 501 (c)(3) organization which is an affiliate of Clemson University and the Clemson University Foundation. CULSF has its own independent board of directors and president. CULSF seeks to support Clemson through the development and related activities associated with real property, and to support Clemson University's economic development activities in communities throughout the state. In doing this, CULSF looks for ways in which to maximize the educational, research, and economic development mission of the University. CULSF is the organization that owns and develops the "Technology Neighborhoods" at the CU-ICAR Campus in Greenville, SC.

Position Description:

Job Department: Real Estate

Reports to: Chief Financial Officer

Job Location: Clemson, South Carolina. On-site Hybrid.

Work Schedule: Standard Hours – 37.5/week; M-F 8 AM - 4:30 PM

FLSA Status: Exempt

Position Summary

This position will maintain an awareness of expansion opportunities, including market and industry real estate developments. The financial analyst will work closely with the Chief Financial Officer (CFO), the Manager of Real Estate Operations, and the University's Office of Land & Capital Asset Stewardship to provide analysis, financial reporting, market research and projections. The position will support the two real estate foundations.

Assists in the review of the CULSF financial processes, budgets and procedures and their subsidiaries for compliance with Foundation By-Laws, policies, and procedures. Works in conjunction with the CFO and Clemson University's Accounting for Related Organizations in preparation of annual audits and tax filings. Manages real estate aspects, including financing requirements and responsibilities of CU-ICAR and CULSF affiliates. Assists with development of materials related to grant applications.

Essential Duties

- Performs market research and rental rate analysis, synthesizing data to determine/verify a project's economics and to verify assumptions used in models and analyze market trends and patterns.
- Assist the Manager of Real Estate Operations, as necessary, to create financial modeling potential real estate acquisitions evaluated by CUREF.
- Prepares financial models and pro-formas to evaluate real estate projects.
- Assists CFO with drafting financial requests for proposals related to construction projects, structuring of debt placement, review of lending materials, management of construction draws, and necessary reporting.
- Review and approve invoices related to CULSF property maintenance and renovations.
- Prepares budgets and financial analysis, including modeling and proformas, for potential acquisitions, renovation/upfits, capital renewal projects, or development projects pursued by CULSF.
- Assists with implementation of strategic direction of CULSF in support of Clemson University.
- Cultivates relationships with market experts and with University liaisons within the Clemson Advancement Division and the CU-ICAR Partnership Office.
- Works with the leadership of the organizations in the development of agenda items and meeting materials for CUREF/CULSF board meetings.
- Attend and presents at all CUREF/CULSF board meetings.

Minimum Requirements

A bachelor's degree in accounting, finance, real estate or a related field.

Preferred Requirements

- Master's degree in an above related field.
- A minimum of 3-years in Real Estate Finance.

Competencies:

- High proficiency with computer software, including Microsoft Word, Excel, and Outlook. Advanced skills in Microsoft Excel are a must.
- Outstanding quantitative skills.
- Must be able to work independently, be reliable, and organized.
- Excellent verbal and written communication skills.

Salary

Commensurate with experience

To apply, email a cover letter and resume to CUFHR@clermson.edu

Equal Employment Opportunity Statement: Clemson University Foundation is an Equal

Employment Opportunity employer. We make every effort to provide fair and equal treatment based on merit in all our employment decisions, including but not limited to decisions concerning hiring, retention, promotions, working conditions, compensation, benefits, training, and all other privileges, terms, and conditions of employment. We pledge to treat all employees fairly without regard to race, color, religion, sex, sexual orientation, gender identity and/or expression, pregnancy, national origin, age, disability, genetics, military or veteran status, or any other characteristic protected by applicable law.