



ANALYST AT SWIFT REAL ESTATE PARTNERS

Job Title: Analyst
Department: Investment Group
Reports To: Investment Manager or Director, Investments

POSITION SUMMARY:

As an Analyst at Swift and a member of the San Francisco Investment team, you will play a crucial role in our dynamic and fast-paced environment, engaging in a range of activities related to acquisitions, asset management, financial analysis, and fund-level strategy. This position offers the opportunity to contribute to strategic investment decisions and operational excellence within a forward-thinking and inclusive company culture.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Swift employs a “cradle-to-grave” investment strategy in which Investments team members handle execution of an investment from acquisition to asset management and through to disposition. You will support an Investment Manager or Director in executing on acquiring, managing, and disposing of investments and also in portfolio management.

Your responsibilities may include, but would not be limited to:

- Preparing financial analyses for existing and prospective real estate investments including discounted cash flow analysis, market research, property due diligence, and other applicable analysis.
- Support portfolio management initiatives by creating investor presentations, drafting recurring external reports, and performing strategic analyses to guide investment decisions.
- Participating in the preparation and presentation of comprehensive investment recommendations to the Investment Committee.
- Modeling cash flows and partnership structures to analyze risk and return.
- Managing the potential investments pipeline database.
- Supporting all aspects of asset management activities including business plan development, leasing and construction oversight, and exit strategy planning and execution.
- Assisting with leasing strategy, negotiations, and internal analysis.
- Preparing key reporting deliverables for external investors and partners.
- Developing strong knowledge of the local real estate market, owners and investors.
- Actively participating in investment sales, leasing brokerage, and lending communities as a positive representative of Swift.

REQUIREMENTS:

- Experience or demonstrated interest in real estate analysis and/or investment firm, business valuation modeling, merger, acquisition and divestiture deal participation
- Bachelor’s degree in Finance, Accounting or related field
- Financial modeling skills including discounted cash flows and waterfall analysis
- Strong command of MS Excel, MS PowerPoint
- ARGUS experience preferred
- This is a full-time in-office position

KEY COMPETENCIES:

- Keen attention to detail with a strong commitment to preparing accurate work

- Ability to manage multiple projects and thrive in a fast-paced, deadline-driven environment
- Ability to think critically and present information in a clear and concise manner
- Proactive and self-motivated with the ability to work independently when necessary
- Entrepreneurial spirit with an energetic and positive disposition
- Strong written and verbal communication skills

About Swift Real Estate Partners:

Founded in 2010, Swift is a vertically integrated real estate operating company focused on value-add office and industrial properties on the West Coast. With over 7 million SF of assets across California and the Pacific Northwest, Swift has a proven track record of delivering superior returns.

Why Swift:

At Swift Real Estate Partners, we offer a comprehensive benefits package, including full coverage of employee healthcare premiums, competitive salaries, bonus opportunity, and an excellent 401(k) plan with dollar-for-dollar matching up to 4%. We also offer 13 holidays per year, including a Floating Holiday and a Community Service Day.

If you're ready to take the next step in your career with a thriving company, we look forward to receiving your resume at recruiter@swiftreal.com.

Salary Range: \$85,000 - \$115,000