

Job Description



Job Title: Senior Analyst

Reporting To: Director of Valuation

Job Function: Real Estate Valuation

Job Location: Cleveland, Ohio

Summary:

The Senior Analyst is responsible for underwriting real estate acquisition and evaluating real estate investment opportunities and supporting strategic decision-making across GBX Group's portfolio of historic and complex real estate assets. This role develops financial analyses and reporting that inform investment, asset management, and portfolio decisions while partnering with stakeholders across the organization to deliver actionable insights and drive continuous improvement. The ideal candidate combines strong analytical skills, sound judgment, and a passion for leveraging technology to enhance efficiency and decision-making.

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 Senior Analyst.

Essential Duties and Responsibilities:

- Underwrite real estate acquisitions, capital investments, joint ventures, and asset-management initiatives at the property level.
- Lead the design and delivery of fund-level reporting by translating investment and operating needs into clear functional and technical requirements and overseeing testing to ensure outputs are accurate, scalable, and decision-useful.
- Evaluate the effect of investment decisions on project-level returns and fund-level metrics, including IRR, equity multiple, cash flow, leverage, liquidity, and portfolio concentration.
- Build, review, and maintain property pro formas, ensuring key assumptions for revenue, expenses, financing, capital expenditures, and exit values are accurate and well supported.
- Use scenario and sensitivity analysis to assess business plans, including renovation programs, operational improvements, partnership structures, and downside cases.
- Identify practical applications for AI to streamline underwriting, diligence, reporting, data analysis, and recurring asset-management workflows.
- Apply AI platforms—including ChatGPT, Shortcut.AI, and Claude—to improve research, analysis, process documentation, and decision-support outputs while validating accuracy and appropriate use.
- Gather stakeholder needs and translate them into clear business and technical requirements for sustainable reporting, workflow, and automation solutions.
- Partner with investment, asset management, operations, and technology stakeholders; communicate findings and recommendations clearly to senior leadership and investment committees.

Education / Experience:

- Bachelor's degree in economics, finance, real estate, math, statistics, or related field.
- 5-7 years of experience in real estate financial analysis or underwriting.
- Real estate acquisition or financing experience preferred.
- Appraisal or valuation training preferred.

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Knowledge Skills & Abilities:

- Demonstrate behaviors consistent with the organization's Cultural Norms and Core Values.
- Strong commercial real estate underwriting and financial modeling skills, including pro formas, IRR, equity multiple, debt modeling, cash flow forecasting, and sensitivity analysis.
- Ability to define business requirements, document workflows, design reporting requirements, and test solutions against expected outcomes.
- Self-directed and able to work collaboratively.
- Detail-oriented with sound judgment.
- Excellent written and verbal communication skills, with the ability to explain financial, operational, and technology concepts to both technical and non-technical audiences.
- Ability to meet deadlines.
- Maintain confidentiality.
- Proactive and forward-thinking.
- Naturally curious, analytical, and resourceful problem solver who enjoys improving processes and investigating complex questions.

Computer Skills:

- High proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook, Teams).
- Experience with commercial real estate valuation platforms (preferably Rockport Val).
- Familiarity with real estate data sources such as CoStar, ESRI, AirDNA, and CoreLogic.
- Advanced understanding of AI platforms (ChatGPT, Copilot, Claude, Shortcut.AI, etc.) and ability to streamline workflows, enhance decision-making, and drive innovation through automation and data-driven insights.

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.