

Urban Development Analyst Opportunity at Leland Consulting Group

April 2024

Leland Consulting Group (LCG), urban strategists, is growing and seeks a qualified and highly motivated person to fill an analyst position. LCG helps public and private sector leaders solve challenging real estate and urban planning problems in order to create great places that enhance the human experience and drive economic success. Assignments for our public and private clients are diverse in nature and geography and include plans for downtowns, waterfronts, and other districts that are undergoing change; site-specific redevelopment strategies for residential, commercial, and mixed-use projects; asset strategies for mission-driven institutional property owners; and citywide plans to address housing, economic development, and other policy goals. This position has significant opportunities for career growth, learning, and travel.

Qualified applicants should have an undergraduate or graduate degree and one to five years of experience in one or more of the following fields: real estate development, market analysis, urban planning, economics, appraisal, brokerage, finance, business, or other related industries. Diverse backgrounds and work experience are desirable, as they improve the quality of our work and challenge us to incorporate perspectives and needs that are often overlooked in our industry.

The Job

Our work is team-based, both internally and with multidisciplinary teams of consultants. Analysts at LCG support the firm's associates and principals in a variety of ways, including:

- Participating in the definition of project problems, issues, and appropriate analytic techniques
- Researching and analyzing economic, real estate, and demographic information from primary and secondary sources (U.S. Census, CoStar, reports and publications, field investigations, stakeholder interviews, etc.)
- Presenting data and findings in clear and understandable formats, primarily using Word, Excel, PowerPoint, and GIS
- Getting out in the field for site analyses, public meetings, stakeholder interviews, and client presentations
- Researching and preparing case studies of successful projects and strategies
- Working closely with professionals in related disciplines (urban planning, architecture, engineering, transportation, law)
- Writing reports, technical memoranda, and other project deliverables
- Coordinating projects, including project scoping, budgeting, and scheduling
- Providing general office support, including scheduling meetings, editing and proofreading documents, graphic production, and related tasks
- Supporting business development and marketing efforts through proposal preparation, participating in professional organizations, contributing to articles, assisting with website updates, and other tasks

The Candidate

The ideal team member is a generalist that:

- Is detail oriented
- Is an excellent technical writer
- Brings an insatiable curiosity for urban planning, place making, economic development, and equitable real estate development

- Is a strategic thinker who asks tough questions and explores the how and why of an issue and not just the what and where
- Has experience with or a desire to learn financial analysis and real estate pro formas
- Enjoys public speaking and visual communications
- Is a creative problem solver
- Is proficient in Microsoft Word, Excel, and PowerPoint, with existing skills or an interest in learning GIS
- As a bonus, brings experience with graphic design in Adobe Suite or similar software
- Is a self-starter that takes initiative and ownership over their work
- Is active in one or more professional organizations and, importantly
- Enjoys traveling, building community, and working in a collaborative environment with empathy, humor, and honesty.

Working at LCG

LCG provides a competitive salary and benefits package including medical, dental, and vision coverage, a 401(k) plan with employer match, incentive-based bonuses, life and short and long-term disability coverage, flexible spending accounts, and employer-paid continuing education and professional development opportunities.

LCG has a flexible paid time off policy that equates to a minimum of three weeks per year plus holidays and sick leave.

In order to support our core values of collaboration and team creativity, LCG requires that employees primarily work in person at our downtown Portland office, though we welcome hybrid schedules to support a work-life-family balance. We will provide all the tools necessary for remote work to support that balance.

We are also open to remote work for someone based in Los Angeles, where regular in-person collaboration with our current Los Angeles-based employee is possible.

How to Apply

Please submit a resume and any supporting work samples to jstmichael@lelandconsulting.com. Prospective candidates will be contacted for follow-up interviews.

This position is full-time and can start immediately. See <https://www.lelandconsulting.com> for more information about the company, the work we do, and our team.

This position will remain open until filled.