**Job Posting Notice**

**Position:** Project Analyst

**Date:** August 2023

**Job Description:**

The project analyst will collect and analyze due diligence, participate in weekly closing calls, prepare underwriting summaries to present to committee, and coordinate with attorneys and acquisitions team members to close the projects. The project analyst will also support acquisitions team members in business development efforts.

**Responsibilities:**

* Prepare underwriting summaries for State Low Income Housing Tax Credit projects
	+ Analyze financial projections
	+ Analyze market studies
	+ Collect, analyze, and organize due diligence items
	+ Participate on project closing calls
	+ Coordinate with the project attorney
	+ Help review LPAs
	+ Coordinate closing draws and funding
	+ Maintain positive relationships with Sugar Creek business partners

**Preferred Skills/Experience:**

* Bachelor’s degree at minimum
* 5+ years of experience underwriting and closing equity investments
* Understanding of tax credit programs and structures
* Understanding of real estate risk
* Detail oriented
* Strong analytical skills and proficiency in Excel
* Excellent time management skills, communication and follow-through skills

**Company Description:**

Sugar Creek Capital is the leader in syndicating state low income housing tax credits (LIHTC) nationwide.

Since 2004, Sugar Creek has invested over $1 billion in equity in low income housing tax credits, as well as other state tax credits. Sugar Creek is headquartered in St. Louis, Missouri, with an additional office in Atlanta, Georgia. The project analyst would join an underwriting and acquisitions team of seven employees.

**Benefits Summary:**

* Competitive salary and bonus structure commensurate with experience
* Paid vacation, personal leave and holiday pay
* Maternity, Paternity and Medical Leave
* Healthcare (medical, dental, vision)
* Life insurance
* 401(k) Retirement Savings Plan
* Hybrid work from home/in office schedule

Please submit resume to amcdermott@sugarcreekcapital.com