Position: Business Analyst – Sustainable Housing Initiative
Employer: Alberta Rural Development Network (ARDN)
Term: A one year position with possibility of extension

The Opportunity:

The Alberta Rural Development Network (ARDN) is seeking a **Business Analyst** to join our Sustainable Housing Initiative division in Edmonton, Alberta. The selected individual will work within a dynamic team, providing expertise and gaining extensive experience in real estate development practices.

The Business Analyst will be responsible for the collection, analysis and organization of real estate data, which will be used to build affordable housing in communities across Canada. In addition, this team member will work closely with senior staff, providing research and consulting support for key assignments.

Roles & Responsibilities:

The role of the Business Analyst (BA - SHI) is to conduct research on a variety of affordable housing projects. The BA will:

- Conduct accurate analysis and prepare reports using the latest market information obtained from various internal / external stakeholders
- Determine the financial viability of affordable housing projects and produce pro formas
- Conduct research and collect data from both internal databases and third party sources with respect to market rental rates, comparable building transactions and general market knowledge
- Collect and analyse information on market and industry trends
- Collect and analyse information regarding key government policies in Canada and relevant provinces with respect to real estate development
- Manage and maintain client relationships
- Work cooperatively with stakeholders internally and externally
- Coordinate and work with ARDN contractors and staff in all SHI related activities, including: affordable housing needs assessments, feasibility studies, community consultations, business plans and architectural requirements

In addition, the BA will:

- Attend weekly staff meetings
- Provide regular written and verbal progress updates Plan and participate in project awareness and promotion, including communications, traditional media and news releases, and social media
- Assist ARDN staff with other projects as needed

Position Requirements:

- University or college degree, preferably in Commerce, Economics, or Finance
- Excellent communication skills – written, verbal, and oral presentation

- Proficiency in Microsoft Office Suite: Word, Outlook, Excel (VLookup, Pivot Tables, Formulas, etc)
- Skilled in creating financial models in Excel
- Should be able to make PDF fillable forms
- Excellent research, quantitative and analytical skills
- Able to work in a team and independently
- Excellent time management skills and resourcefulness
- Self-motivated with a high degree of integrity, honesty, and ethics
- Demonstrated ability to meet deadlines and milestones
- Real Estate or Not-for-Profit experience would be considered an asset
- Ability to travel (limited travel required, overnight travel is possible)
- Valid driver's license and access to a personal vehicle

Who we are

The Alberta Rural Development Network (ARDN) is a Not-for-Profit partnership of nine Albertan publicly-funded, publicly-governed colleges and universities, working together to support and enhance rural development. These institutions have combined their expertise, ideas and resources to strengthen Alberta's rural way of life. The network draws on the strengths of diverse organizations, gathers and conducts extensive research, and perhaps most importantly, has deep connections in all regions of the province.

The Sustainable Housing Initiative (SHI) division of the ARDN is a multi-stakeholder strategy to create more affordable housing, especially in Alberta's smaller communities. The goal is to promote new partnerships across Canada, leverage existing resources, and allow rural communities to address a growing homelessness problem instead of downloading it to the urban centres.

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Please send a cover letter and résumé in confidence to:
Dee Ann Benard, Executive Director
Alberta Rural Development Network
Email: info@ardn.ca
www.ardn.ca
Closing date: When a suitable candidate is found or November 20, 2017

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