

**JOB TITLE:** Corporate Development Analyst

**EMPLOYER:** Parker Ranch, Inc.

**DEPARTMENT:** Shared Services – Corporate Development

**REPORTS TO:** Manager of Corporate Development

**EFFECTIVE DATE:** October 1, 2018

**SUMMARY:** The primary function of the analyst role will be to provide sustained analytical insights as well as qualitative and quantitative valuation of strategic opportunities to the Manager of Corporate Development.

**DUTIES AND RESPONSIBILITIES:**

- Helps identify and evaluate large-scale alternative land use potential, strategic partnerships, joint ventures, and investment opportunities for Parker Ranch, Inc.
- Develops new insights across multiple industries and economic development trends to help manage assets and resources for the benefit of the Ranch, its beneficiaries, and the community of Waimea and with a focus on long-term sustainability.
- Assists in coordinating strategic initiatives, operational processes and analytical research through internal consulting type assignments and engaging with external service providers (legal, financial, consultants, and value added services) as needed.
- Performs valuation analyses for investment and JV/Partnership execution and collaborates with Manager of Corporate Development to draft recommendations with data driven insights synthesized through in-depth research.
- Creates and manages financial and other analytical models and dashboards/scorecards that deliver key insights on key economic developments and trends, as well as performance measurement.
- Assists in the coordination and execution of strategic reviews, project portfolio management analysis, and pipeline/performance management reporting.
- Creates and contributes presentation materials for internal and external audiences related to the Ranch's portfolio of strategic opportunities.
- Supports ad-hoc projects related to the Ranch's strategic priorities and initiatives.
- Assists and leads components of the Ranch's strategic planning process.
- Presents and develops content for Board and Trust meetings to gain exposure to all elements of the Ranch's governance structure.
- Provides research and analysis on competitive landscape.
- Performs comprehensive and in-depth company and industry research on local market opportunities and global market trends related to strategic priorities.
- Creates and maintains analytical and market monitoring tools for strategic and financial targets.
- Performs other related duties as assigned by management.

**SUPERVISORY RESPONSIBILITIES:**

- This job has no supervisory responsibilities.

## QUALIFICATIONS:

- Bachelor's Degree (BA) from four-year college or university in Finance, Business, Economics, Physical or Natural Sciences, or related field, or two years of related experience and/or training, or equivalent combination of education and experience.
- Master's Degree (MA) or equivalent in Environmental Management, or five years of related experience and/or training, or equivalent combination of education and experience.
- Computer skills required: Microsoft Office Suite; Project Management Software; Financial Modeling Software
- Other skills required:
  - 2-4 years of experience in an analytically focused role in consulting, investment banking, investment management, real estate, resource management, or corporate development
  - Experience with sustainability and/or large scale, alternative land-use concepts and practical applications is highly
  - Demonstrated personal, professional, and educational achievement
  - A passion for the lifestyle of Hawaii and Waimea
  - Experience in financial modeling, quantitative and qualitative research, and data analytics
  - Demonstrated ability to calculate and report on key financial metrics
  - Demonstrated ability to multi-task and apply initiative and creativity on challenging projects
  - Demonstrated ability to synthesize complex and/or diverse information, collect and research data, use logic, intuition, and experience to complement data with insights
  - Demonstrated ability to translate concepts and information into compelling presentations and reports, design work flows and procedures to execute and implement projects from concepts and plans
  - Must have a strategic mindset, along with the ability to think about bigger picture impacts and sustainable development

## COMPETENCIES:

- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- **Business Acumen** - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
- **Change Management** - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

- **Judgement** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Continually required to stand, walk, sit, utilize hand and finger dexterity, climb, balance, bend, stoop, kneel or crawl, talk or hear, taste or smell
- While performing the duties of this job, the noise level in the work environment is usually quiet; moderate
- The employee must occasionally lift and/or move up to 25 pounds
- Specific vision abilities required by this job include: Close vision; Distance vision; Color vision; Peripheral vision; Depth perception and ability to adjust focus
- Additional remarks regarding work environment:
  - Employee may be required to work extended periods of time at a video display terminal (VDT).

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*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*