New Castle Hotels & Resorts
Analyst, Acquisitions & Development

New Castle Hotels & Resorts has developed, owned and operated premier full and limited service hotels in the United States and Canada for over 35 years. Based in Shelton, CT, New Castle is growing its portfolio through acquisitions, conversions and new construction and is seeking to add a hotel Acquisitions & Development Analyst to its team.

Job Summary

The Acquisitions & Development Analyst will play an active and important role in supporting the growth initiatives of New Castle Hotels & Resorts. The Analyst will work directly with the development team and senior management to analyze and evaluate acquisitions, new developments, and management contract opportunities. Primary responsibilities include conducting market research and analysis, developing financial projections and feasibility models, and preparing investment summaries and proposals.

The Analyst will be supervised by and deliver work product to the Director, Acquisitions & Development and will also interact frequently with other senior managers and executives. The selected candidate for this entry-level position will receive extensive on-the-job training and opportunities to learn from industry leaders while serving as an integral part of the development team.

Responsibilities

- Conduct market research using STAR reports, pipeline data, economic data and other sources
- Develop financial projections for existing or to-be-developed hotel projects
- Prepare feasibility analyses for each opportunity
- Write investment summaries, project proposals and management pitch-books
- Review and summarize contracts and agreements during the due diligence process
- Maintain a database of market data, development costs and other data points
- Document and track project pipeline, critical timelines, and meeting minutes
- Prepare and deliver ad hoc research, reports and analyses
Candidate Profile

- Bachelor’s degree with concentration in hospitality, business, or real estate
- Direct experience in hotel real estate, finance, consulting or similar roles (prior jobs or internships will be considered)
- Strong analytical capabilities, including ability to create advanced Microsoft Excel-based financial and operational models
- Knowledge and understanding of financial statements, common hotel performance metrics and reports
- Strong oral and written business communication skills
- Advanced comprehension of Microsoft Word, Outlook, and Powerpoint
- Organizational and project management skills, including time management and goal setting
- Ability to review and error-check work prior to delivery
- Some travel required (a valid driver’s license is required for this position)

Physical Requirements

Physical requirements include the ability to work long hours, perform light work – exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, the ability to work under variable temperatures and noise levels. Near Vision - The ability to see details at close range, the ability to bend, stretch, twist or reach with your body and arms, must be able to stand and/or walk for lengthy periods of time without leaning. Fluency in English is required

Contact Information

Interested parties may email their resume to: csnyder@newcastlehotels.com