



We are seeking an Associate Fund Manager for the New Markets Support Company (NMSC), an affiliate of National Equity Fund, Inc. (NEF). New Markets Support Company (NMSC) delivers creative financing solutions to expand economic opportunity and empower underserved communities across the country. We increase access to capital by tailoring our products and services to meet the needs of our clients and partners.

Essential Duties:

- Develop financial models for investment funds of various product offerings including a mixture of debt, equity, and New Markets Tax Credits (NMTCs)
- Maintain investment fund models, manage and monitor fund performance, and ensure ongoing reporting compliance with fund agreements
- Assist in the development and closing of new investment fund offerings
- Communicate and explain complex financial structures to diverse stakeholders, including existing and prospective clients, investors, lenders, and internal staff
- Manage closing process of investments into funds
- Implement procedures to regularly communicate to senior management fund performance and parameters throughout the fund's investment horizon
- Assist in the development and enhancement of NMSC's proprietary financial model capabilities, investment fund performance reporting systems, and compliance tracking capabilities

Job Requirements

- Minimum 2-4 years of financial modeling experience and strong understanding of investing and lending processes
- Undergraduate or graduate degree in finance, accounting, economics, or related field
- Broad knowledge of financial markets and a conceptual understanding of limited partnership and limited liability corporation investment structures
- Structured finance and/or public-private investing experience preferred
- Highly organized with the ability to work independently and manage multiple projects simultaneously
- Strong analytical skills and advanced proficiency in Microsoft Excel
- Strong presentation and communication skills, with the ability to explain complex financing structures to management, directors, and external stakeholders
- Strong interpersonal skills with the ability to work well in a dynamic team environment
- Self-motivated and driven with the willingness to take on a leadership role as NMSC expands

We offer a competitive salary, along with a comprehensive benefits package.

Submit resume and cover letter with salary requirements via fax to (312) 360-0804, e-mail to rhall@nefinc.org, or mail to National Equity Fund, Human Resources Department, 10 South Riverside Plaza, Ste. 1700, Chicago, IL 60606.

NEF/NMSC IS AN EQUAL OPPORTUNITY EMPLOYER