



Vice President, Originations (East, NE Region)

NATIONAL EQUITY FUND, INC. is a leading non-profit syndicator of Low-Income Housing Tax Credits (LIHTC) with a mission to create and deliver innovative, collaborative financial solutions to expand the creation and preservation of affordable housing.

OVERVIEW

Originations Analyst will provide analytical support to the Originators on Regional Teams. The Analyst will assist in evaluating the feasibility of an investment, including preparing initial financial projections. The Analyst will also assist in preparing engagement or commitment letters, assisting with underwriting and other analysis and research as required.

APPLY NOW

Seeking candidates across the East/North East regions, New England, Connecticut, Boston, MA, Philadelphia, PA, Washington D.C, New York, NY.

ESSENTIAL DUTIES

- Assist originators in evaluating prospective equity investments. Must be able to analyze project financing, development budget, construction schedule, operating expenses, debt service, market comparability, and developer capacity.
- Utilize and become highly proficient in NEF's proprietary financial underwriting model.
- Prepare initial drafts of engagement letters and commitment letters as well as letters to support low-income housing tax credit applications or relevant funding applications.
- Assist Originators in maintaining relationships with developers and stakeholders through excellent customer service and utmost professionalism.
- Travel with Originators to assist at regional conferences, groundbreaking ceremonies, grand openings, and client marketing dinners.
- Gain a thorough understanding of tax laws related to the LIHTC, Historic Credits, and other state credits in the designated region. Become proficient in understanding secondary financing, including CDBG, HOME, AHP, and other local funds. Develop and maintain extensive knowledge about real estate underwriting and IRS Section 42 requirements.
- Maintain NEF's proprietary database for projects as requested by Originators.
- As an affiliate of the Local Initiatives Support Corporation, the NEF originations analyst must effectively support the originator and VP-Regional Manager as they manage the LISC stakeholder relationships in the designated region.
- Other duties and special projects as assigned.



- Bachelor's degree in business, economics, urban planning, or finance. Master's degree a plus.
- At least one year of experience in underwriting and structuring real estate projects.
- Ability to multi-task and effectively manage numerous projects at the same time.
- Ability to work independently with limited direction.
- Strong analytical skills and proficiency in Microsoft Office applications, including most importantly Excel but also Word etc.
- Strong communication skills, both verbal and written.
- Prior experience with affordable housing loans or investments and knowledge of state and local funding programs a plus.



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

NEF IS AN EQUAL-OPPORTUNITY EMPLOYER

