



Operations Manager

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. We strive to be a diverse, equitable, and inclusive place to work so that our team has the experience and knowledge to effectively support our partners and communities.

OVERVIEW

The Operations Manager will provide leadership through collaboration with multiple departments to identify developers & projects for participation in funds (EMDF / AHEAD / PIF), identify opportunities to improve efficiencies and implement solutions (including technology).

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ESSENTIAL DUTIES

- Evaluate Originations requests for investment and/or funding
- Assess preliminary backstop guaranty and technical support availability and needs
- Collaborate with Investor Relations to confirm Community Reinvestment Act (CRA) needs
- Interview / Evaluate prospective developers to determine eligibility
- Coordinate submissions to Bid Review and/or NEF Housing Charities (NEFHC)
- Collaborate with Project Management / Credit during underwriting to affirm appropriate backstop guaranty
- Issue, receive and evaluate Pay It Forward (PIF) applications for funding
- Coordinate legal documentation for grants and loans
- Coordinate loan and grant disbursements
- Evaluate and coordinate draws for technical support
- Collaborate with IT to implement / maintain systems to track backstops and technical support
- Attend diligence, closing and hand-off meetings for participating projects
- Design and modify reports utilizing Microsoft Power Query and develop, maintain, and enhance Microsoft Power BI dashboards employed to facilitate departmental processes.
- Collaborate with NEF internal team members to ensure consistency and conformity with NEF guidelines related to electronic file storage utilizing both SMT and Box.net
- Other duties as assigned

THE IDEAL CANDIDATE

- B.A. Business, Finance, Accounting, Urban Planning
- Real estate development experience is strongly preferred

- 2 – 4 years business analytical experience preferably with real estate projects especially Low-Income Housing Tax Credit (LIHTC) developments
- Strong verbal and written communication skills
- Ability to build strong cross-departmental relationships to foster buy-in and achieve goals
- Ability to problem solve by identifying, mitigating, forming creative solutions and excellent follow through
- Proficiency in efficiently managing multiple projects simultaneously
- Proficient in the Excel, PowerPoint including the ability to work with complex spreadsheets
- Ability to travel as needed

ABOUT NATIONAL EQUITY FUND

National Equity Fund, Inc. (NEF) is a leading non-profit, multi-family, affordable, real estate investment manager with a mission to create and deliver innovative, collaborative financial solutions to expand the creation and preservation of affordable housing. Through its Low-Income Housing Tax Credit (LIHTC) syndication platform and its lending and investing platforms, NEF generates opportunities rooted in its vision that all individuals and families across the country have access to stable, safe, and affordable homes. Since being founded in 1987, NEF has invested over \$24.5 billion, representing 242,500 new or preserved affordable homes for individuals, families, and communities in need across the country. NEF is Chicago-based and has donated more than \$240 million in grants to support its affiliate LISC's nationwide community development work. To learn more about NEF's impact, innovative financial solutions, and opportunities, visit www.nefinc.org.

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

NEF IS AN EQUAL-OPPORTUNITY EMPLOYER

