ORIGINATIONS ANALYST

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 Originations Analyst will provide analytical support to the Originators on Regional Teams. The Analyst will assist in evaluating the feasibility of 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. Seeking candidates within the eastern region and Chicago based.

APPLY NOW

ESSENTIAL DUTIES

- Assist originators to evaluate 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 and VP Regional Managers and maintain 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 and VP Regional Managers.

- 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.

- Undergraduate or graduate degree in business, economics, urban planning, or finance.

- Bachelor's degree in business, economics, urban planning, or finance. A Master's degree is a plus.

- At least 2 years of experience in underwriting and structuring real estate projects.

- Ability to multi-task and effectively manage numerous projects at the same time.

- Strong analytical skills and proficiency in Microsoft Office applications, including most importantly Excel but also Word, etc.

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