



Senior Manager, Investor Relations

NATIONAL EQUITY FUND, INC. is 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

The Senior Manager, Investor Relations will provide support to the Relationship Managers and Closing Manager throughout the deal pitching and deal/fund closing process. As part of the Investor Closing and Operations team, they will assist in preparing institutional quality initial materials for investor review, review, track and provide required diligence during the investment closing process and collaborate with NEF team members to provide the highest level of investor service. Seeking candidates from all regions across the United States.

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ESSENTIAL DUTIES

- Assist in exploring the feasibility of an investment and its match with particular investor sensibilities and requirements, including evaluating project projections, market characteristics, and sponsor capacity.
- Prepare required investor templates for previewing potential investments with sophisticated LIHTC proprietary, multi-fund, and state tax credit investors. Work with originations team and relationship managers to ensure accurate information is transmitted in a format that is appropriate for each investor.
- Manage investor diligence review and transmittal during the project/fund closing process, including:
 - Review internal and third-party reports to assure compliance with investor underwriting requirements.
 - Review internal and third-party reports to ensure compliance with investor underwriting requirements.
 - Work with internal project management teams to address any discrepancies between provided underwriting and investor requirements.
 - Track timelines for diligence and closing to achieve alignment between internal and external expectations.
 - With the relationship manager's guidance, communicate effectively with investor about the closing process and due diligence materials provided.
 - With the relationship manager's guidance, review closing benefits schedules to ensure they are meeting NEF and investor expectations.
- Prepare preliminary financial statement analysis on potential investment sponsors and guarantors.
- Prepare investor investment committee write ups and data tables, as needed.
- Prepare data and presentation materials for various investor meetings.
- Work with other IR team members to provide investor requested services, as needed, including but not limited to support on multi-investor fund closings and housing and health initiatives.

THE IDEAL CANDIDATE

- Bachelor's degree in business, economics, urban planning, finance, real estate or law. Master's degree is a plus.
- 3-5 years' experience in real estate underwriting, structuring, and/or credit analysis.
- Prior direct experience in LIHTC investment or syndication is strongly preferred
- Strong analytical skills and proficiency in MS Excel, Word, and PowerPoint. Ability to work with complex Excel underwriting spreadsheets.
- Prior experience with affordable housing market studies, loan documents, and partnership structures preferred.
- Highly organized with exceptional attention to detail.
- Customer service oriented and responsive to the needs of internal and external customers.
- Strong verbal and written communication skills and ability to collaborate both internally and externally.
- Ability to multi-task and effectively manage numerous projects at the same time.
- Ability to travel on a limited basis.

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 increased access to affordable housing empowers every individual and family to reach their full potential.

Beyond LIHTC, NEF offers additional financial solutions to help close the affordable housing gap in multiple ways that are aligned with our mission. Our expertise in pre-development, preservation, and workforce lending allows us to further assist our partners to expand their efforts to provide low-income and middle-income affordable housing.

Since being founded in 1987, NEF has invested over \$27.2 billion, representing 260,000 new or preserved affordable homes for individuals, families, and communities in need across the country. NEF is Chicago-based and has donated more than \$260 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

