

Vice President Relationship 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 Vice President Relationship Manager will focus on growing strategic new business relationships. A key player in delivering products to proprietary investors, and establishing new Funds, both proprietary, and multi-investor. Collaborate with other NEF departments, including Originations, Project Management, Asset Management, and Special Servicing, to ensure the highest caliber of service and responsiveness to investors. Actively participate in marketing to new investors.

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ESSENTIAL DUTIES

- Provide Managing Director with a business plan for the designated market, determining optimal marketing strategy, and executing said business plan.
- Manage assigned relationships. Within NEF, represent investor perspectives and priorities.
- Develop deep knowledge of investors' goals, priorities, strategies, and underwriting guidelines, as well as Bank Investors' Community Reinvestment Act investment objectives.
- Coordinate with the SVP of Originations and Team Leaders to identify the appropriate product for each investor. Track investor-specific proprietary deal pipelines.
- Organize and lead regular (weekly or monthly) investor conference calls with Originations to discuss current and upcoming pipelines. Coordinate regular calls on deals in the closing process, managing investor and NEF expectations regarding closing and possible issues and changes in underwriting or deal structure.
- Preview new deals to investors with the goal of obtaining preliminary investor approval to proceed on a given deal. Be fully prepared to fully discuss deal strengths and weaknesses with the investor. Once an investor has decided to proceed with a given project, assist in anticipating and meeting all investor due diligence requests (including oversight of third-party reviews), and other elements required to deliver and close new proprietary investments. Coordinate closings with other NEF departments including construction risk management and outside legal. Track investor approvals and requests for changes. Ensure final documentation correctly reflects deal facts, as well as NEF's analysis and conditions for approvals. Coordinate with NEF legal to maintain SMT documentation for proprietary investment closings.
- After deal closings, as needed, coordinate with Asset Management and other NEF units to ensure ongoing compliance with documents and timely delivery of tax benefits. Arrange and participate in project site visits with investors, where applicable. Oversee the process for equity disbursements, consents, requests for modifications, or LPA waivers for projects with proprietary investors.



- Facilitate investors' cross-selling opportunities, such as construction and permanent debt products, cash management services, and building products.
- Assist in general outreach to both existing and new investors, preparing presentations and due diligence packages, and participating in meetings, industry conferences, and calls. Schedule annual investor due diligence meetings, and coordinate investors' annual review of NEF.
- When applicable, research, and present unique – viable regional Multi Fund Opportunities to Management, including possible product identification, as well as a proposed investor roster. If necessary, manage third-party reviews for multi-investor funds.
- Seek to identify new capital sources for NEF, regardless of ultimate investment execution.

THE IDEAL CANDIDATE

- Bachelor's or master's degree in real estate, business, finance, urban planning, or a related field. A Master's degree is a plus.
- 8 or more years in commercial real estate lending, development, or investment. Must have experience in underwriting and closing, and/ or asset managing multifamily real estate transactions. Prior LIHTC experience is required.
- Strong financial negotiation skills/experience.
- Very strong presentation and communication skills. Proficiency in PowerPoint and excel as well as Word.
- Ability to work well in a dynamic team environment
- Ability to travel as required.

ABOUT NATIONAL EQUITY FUND

National Equity Fund, Inc., is a leading nonprofit Low-Income Housing Tax Credit (LIHTC) syndicator, asset manager, and pioneer in affordable housing with a mission to create and deliver innovative, collaborative financial solutions to expand the creation and preservation of affordable housing. Through its diverse multi- and single-investor funds, NEF generates opportunities rooted in its vision that all individuals and families across the country have access to stable, safe, and affordable homes that provide a foundation for them to reach their full potential. Since being founded by the Local Initiatives Support Corporation (LISC) in 1987, NEF has invested more than \$22.7 billion, which represents 231,500 new affordable homes for individuals, families, and communities in need across the country. NEF is Chicago-based and has donated more than \$220 million in grants to support 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

