



Managing Director of Asset Management- Central Region Team Leader

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 Managing Director of Asset Management- Central Region manages a regional team of professionals responsible for the functional operations of NEF's portfolio of lower-tier investments. In carrying out this responsibility, the Managing Director and their staff will be expected to actively support and engender the development and maintenance of sound asset management practices by the managing general partners of these investments. The Managing Director shall oversee and manage a staff including but not limited to Senior Asset Managers, Asset and Compliance Managers, Associate Asset Managers, and Asset Analysts.

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ESSENTIAL DUTIES

- Work closely with SVP, Asset Management to assure consistent application of sound business practices and high standards of quality across the entire NEF real estate investment portfolio and to create and maintain management audit trails in pursuit of these goals.
- Provide effective leadership, expert assistance, sound guidance, and efficient oversight to a team of asset management staff to assure high quality of performance in all aspects of their work.
- In conjunction with the SVP, Asset Management, establish performance goals, and provide adequate and timely feedback to staff on progress toward accomplishing these goals and other aspects of work performance.
- Prepare, directly or through staff, accurate and timely summary reports and analytical products which evaluate the condition of the investment portfolio, as may be routinely required or specially requested by the SVP, of Asset Management.
- Contribute to the underwriting of all proposed investment acquisitions by reviewing the performance and capacity of proposed CDC/General Partners, and providing advice and comment on investment proposals from the portfolio management perspective.
- Ensure measures are in place to provide early identification and diagnosis of problems with investment properties. Development and execution of action plans aimed at the resolution of such problems.
- Maintain a working relationship with the MD Acquisitions/Regional Manager in responding to underwriting, market, and sponsor issues.
- Assist the SVP, Asset Management with other assignments on an as-needed basis

THE IDEAL CANDIDATE

- Bachelor's degree in business administration or related field; or bachelor's degree in any area supplemented by substantial additional academic training in business administration or related field; or substantial practical experience which may be substituted for either of the above. MBA preferred.
- A minimum of seven years of progressively responsible experience in the management of real estate investment portfolios; real estate development, underwriting and finance; and/or real estate asset management/property management.
- Experience in and knowledge of affordable housing development and management programs, especially the Low Income Housing Tax Credit program.
- Prior experience or work with non-profit community development corporations is a plus, although not required.
- Excellent communication skills, both verbal and written. Ability to effectively engage in conflict resolution.
- Strong analytical and forecasting skills. Knowledge of accounting principles and ability to interpret financial statements. Some knowledge of statistics.
- Strong skills in word processing and spreadsheet software (preferably Excel).
- Familiar with database designs, terminology, and concept with experience in extracting information and performing research from same.
- Positive attitude, and the ability and willingness to provide motivation to staff in the achievement of corporate and departmental goals in a team environment.
- At least five years of proven successful management/supervisory experience is 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

