

Vice President, Relationship Manager (Investor Relations)



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 is an investor's primary point of contact at NEF for new and ongoing affordable housing investments. This person actively participates in marketing to current and new investors and will 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. This position will develop a deep knowledge of investors' goals, priorities, and strategies and ultimately become a subject matter expert at NEF of their assigned investors and markets and will actively participate in marketing.

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ESSENTIAL DUTIES

- Lead the development and execution of a strategic business plan for assigned investors.
- Communicate the NEF investor strategy to internal stakeholders including investor relations, originations, credit, asset management, and construction risk management throughout the capital raise process.
- Assist in anticipating and meeting all investor due diligence requests and other elements required to deliver and close new proprietary funds and investments.
- Ensure final documentation correctly reflects deal facts, as well as NEF's analysis and conditions for approvals.
- Arrange and participate in project site visits, annual due diligence meetings, and other investor-specific needs.
- As appropriate, participate in outside organizations and sit on panels to grow NEF's presence in the market.
- Assist in general outreach to new potential NEF investors.
- Manage assigned relationships. Raise equity dollars to be placed in proprietary and multi-investor fund executions.
 - Develop a relationship with investors to learn about their investment needs and objectives, including Community Reinvestment Act (CRA) investment needs.
 - Coordinate with internal staff to identify the appropriate product for each investor and track investor-specific deal pipelines.
 - Preview new deals to investors with the goal of obtaining preliminary investor approval to proceed with internal NEF approval and LOI process.
 - Coordinate calls on deals in the closing process, managing investor and NEF expectations regarding closing including possible issues and changes in underwriting or deal structure.
 - With the IR Closing Coordinator, coordinate investor closings of investments into investor funds.
 - Within NEF, represent investor perspectives and priorities.

- Other duties as assigned.

THE IDEAL CANDIDATE

- Bachelor's or master's degree in real estate, business, finance, urban planning, or related field. 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 MS Excel, PowerPoint Excel, and 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

