

Dispositions 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 Dispositions Manager will be a member of the Asset Resolution Team and will be a strong relationship manager and problem solver. This person will be responsible for working in a collaborative environment to meet NEF's year 15 disposition goals.

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ESSENTIAL DUTIES

- Establish and maintain relationships with General Partners of assets in years 12-15+ of the LIHTC Compliance period to determine their plans and intentions for exiting the Limited Partner.
- Perform in-depth review and summary of partnership agreements, appraisals, loan documents, market information, and other pertinent documentation, and recommend disposition outcomes.
- Effectively negotiate deal terms with developers, as assigned, to meet NEF disposition policies and disposition requirements and goals in various investor Fund offerings.
- Prepare and present disposition memos for approval by NEF Senior Staff, NEF Board, or Investor(s).
- Respond to investor inquiries and participate in investor due diligence meetings as required.
- Coordinate the disposition transaction with legal staff and the assigned asset manager to ensure a timely process.
- Assist in establishing the necessary systems to meet the deadlines associated with targeted dispositions.
- Assist the Managing Director of Asset Resolution and Vice President, Dispositions with other assignments on an as-needed basis.

THE IDEAL CANDIDATE

- Bachelor's degree in business, finance, or real estate; master's degree a plus.
- Minimum 5 years of responsible experience in multi-family real estate investment analysis and underwriting, appraisal, real estate asset management, or real estate finance. Experience in real estate-based loan development or workout experience is a plus. Experience in or knowledge of affordable rental housing, in particular Section 42 low-income housing tax credit government housing programs, is preferred.

- Knowledge of or experience with non-profit community development corporations. Commitment to the goals of community development
- Comfortably and successfully interact in the public forum. Excellent dialog and negotiation skills working within a multi-functional environment.
- Strong collaborator and negotiator across functions and regions of internal and external audiences. Understanding of what drives successful relationships.
- Must be extremely well organized and detail-oriented with the ability to deliver the right message at the right time. Self-starter, highly motivated, and energetic.
- Ability to exercise initiative, mature judgment, and work as a strong team player within a collaborative process.
- Strong presentation skills – An outstanding communicator, both written and verbal. Someone who can deliver concise, logical written documents and who also demonstrates the presence to communicate effectively.
- Relationship builder – Individual has strong relationship-building and networking skills that are comfortable managing company and customer expectations.
- Proficiency in MS Office Suite software packages
- Travel as needed.

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

