



Corporate Services 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 Corporate Services Manager will be responsible for greeting visitors and helping them navigate through the NEF Chicago Corporate Office. While maintaining calendar appointments, sorting through mail, assisting the facilities team as necessary, and providing an exceptional customer service experience.

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ESSENTIAL DUTIES

- Screen all visitors, in-person or via phone, to determine what level of support they need while offering polite, professional service
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges).
- Provide high-level administrative support:
 - To accomplish key tasks and company initiatives efficiently/effectively
 - Manage daily calendars, including scheduling meetings, confirming appointments, and writing itineraries.
 - Coordinate and execute all Board Meeting logistics.
- Schedule meetings, book conference rooms, manage board meetings and all the related logistics and other appointments as necessary.
- Coordinates travel arrangements, including booking flights, hotels, and car reservations of production teams (IR, Originations, Lending, and Business Development).
- In conjunction with the Marketing and communications team, coordinate & book all conference registrations, meetings, and appointments of production teams (IR, Originations, Lending, and Business Development).
- Other duties as assigned.

THE IDEAL CANDIDATE

- College degree or equivalent work experience required.
- 5-10 years of administration experience and or executive assistant experience in a professional environment.
- Excellent verbal, written, and interpersonal communication skills.
- Strong attention to detail and accuracy skills
- Strong organizational, multi-tasking, and prioritizing skills

- Ability to answer and manage multiple projects.
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular).

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

