



INSURANCE RISK ANALYST

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 Insurance Risk Analyst will assist the Managing Director of Insurance and Risk Management in the day-to-day tasks in the insurance risk management department.

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ESSENTIAL DUTIES

- Effectively lead and manage the insurance due diligence closing process to ensure that our third-party insurance consultant completes insurance reviews promptly, aligning with lender target deadlines, dry closing dates, and final closing dates.
- Accurately review certificates of insurance within our portfolio to ensure compliance with investor insurance requirements and be able to identify policy exceptions and process waiver requests.
- Collaborate with internal departments, insurance consultants, and sponsor partners to address and resolve any issues or discrepancies related to insurance.
- Assist with the corporate insurance program renewal, check the binders and insurance policies for accuracy, prepare insurance coverage summaries, and track and follow up on all correspondence and supporting documents relating to the corporate insurance program.
- Handle equity disbursement requests requiring insurance risk management sign off.
- Input project-level insurance coverage and claim information into SMT.
- Track and follow-up with project-level general partners on the submission of required insurance documentation.
- Conduct random quality control exercises with SMT and TrustLayer databases to ensure accuracy of data.

THE IDEAL CANDIDATE

- 3-5 years of commercial property and casualty insurance experience, preferably with managing accounts or providing support with managing accounts.
- Extensive knowledge of Commercial Insurance Coverage – Property (including Builder’s Risk, Earthquake, Flood, Terrorism, and Wind), General Liability, Auto, Crime/Fidelity, Worker’s Compensation, Professional Liability and Umbrella/Excess Liability Insurance.



- Ability to interpret insurance policies, Acord Certificates of Insurance, and non-Acord Certificates of Insurance to determine insurance coverage types, limits, deductibles, and exclusions.
- Strong attention to detail and thorough approach to analyzing data and insurance coverage information.
- Ability to work in high volume/deadline driven environment, with strong ability to prioritize workload.
- Working knowledge with various computer programs, primarily Windows applications and database functions.
- Proactive individual with a strong initiative and ability to work independently and as part of a team.
- Excellent problem-solving skills; must be proactive and think ahead to solve problems.
- Superior customer service and responsive to the needs of internal and external customers.
- Project management skills.

ABOUT NATIONAL EQUITY FUND

National Equity Fund, Inc., is a leading nonprofit Low-Income Housing Tax Credit (LIHTC) syndicator 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 in 1987, NEF has invested over \$24.5 billion, representing 242,500 new or preserved affordable homes for individuals, families, and communities in need across the country. NEF is Chicago-based and has donated more than \$240 million in grants to support its affiliate 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

