



# Asset Operations 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 Asset Operations Manager is a member of the Asset Operations team. The Asset Operations team is part of the Asset Management department and provides centralized oversight and technical compliance of Asset Management policies and procedures. The Asset Operations Manager provides leadership and guidance to regional teams to ensure compliance with NEF standard processes, provides reporting and data for internal and external purposes, and serves as a liaison with other internal departments.

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## ESSENTIAL DUTIES

- Work with the Vice President of Asset Operations to develop and maintain systems to assist regional team asset managers and analysts in the effective performance of their responsibilities
- Review and analyze Asset Manager submissions of cost certification analyses, stabilized occupancy analyses, and adjuster models to ensure payment benchmarks have been met
- Manage the process of collecting and reviewing Asset Management portfolio data and compliance documentation required for department use and investor reporting.
- Monitor the collection and input of site visit reports, quarterly financials, rent rolls, and quarterly status reports and act as asset department liaison with regional staff. Compile progress and exception reports. Ensure that department systems are in place for timely and efficient collection and analysis.
- Coordinate with the IT department to ensure the accuracy, reliability, and usability of NEF systems used by the Asset Management department
- Design and modify reports using Microsoft Power Query
- Create, maintain, and enhance Microsoft Power BI dashboards used to support departmental processes
- Develop, structure, and participate in task-based training sessions for both asset and non-asset staff
- Undertake special projects as assigned

## THE IDEAL CANDIDATE

- Bachelor's degree in real estate finance, economics, business, accounting, or related field (or equivalent industry-related experience)

- 5 years of experience in asset management, property management, real estate finance, accounting, or related field
- Knowledge of multifamily real estate operations, including market analysis; property management; finance; marketing and leasing; budgeting; financial reporting; and compliance with financing covenants or regulatory agreements
- Experience with, and technical knowledge of, Section 42 and real estate syndication preferred
- Advanced Microsoft Excel knowledge related to the tracking and analysis of large amounts of financial and project data with experience using Power Query
- Experience creating and updating Microsoft Power BI dashboards preferred
- Innate technology instincts, ability to learn and work with large amounts of data
- Keen analytical skills and attention to detail. Strong financial analysis skills and knowledge. Proven skill in readily identifying, interpreting, and communicating risks
- Highly proficient in problem-solving - identifying, mitigating, forming creative solutions, and excellent follow through.
- Self-starter – Someone who exhibits the drive and resourcefulness to work with minimal direction and day-to-day support from the functional area.
- Excellent communication and teamwork skills

#### 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](http://www.nefinc.org).

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We offer a competitive salary, along with a comprehensive benefits package.  
NEF IS AN EQUAL OPPORTUNITY EMPLOYER

