



The National Equity Fund, Inc. (NEF), the largest non-profit syndicator of low-income housing tax credits, is seeking a New Markets Tax Credit (NMTC) Asset Manager in our Chicago office. This individual will be responsible for addressing compliance, property and asset management issues during the underwriting, closing, disposition and exit stages. The Asset Manager will be the intermediary between investors, lenders, borrowers and equity partners to ensure that the operational aspects and requirements of the financial model and legal documents are adhered to as intended. Oversee progress of construction and lease-up and cause to be delivered certificates of occupancy and cost certifications to assure development is performing consistent with projections ensuring timely delivery of historic and other tax credits and also identify potential issues with debt service, cash flow requirements of the borrower and equity partner. Analyze certain aspects of financial feasibility of investment proposals; coordinate with other team members to review and analyze all transactional plans related to the long-term operating success of each investment; work with team members throughout the acquisitions process to identify and mitigate risk in such areas as operating and development budgets, reserves development timelines, lease-up assumptions, developers ability to operate and report on project. Continually assess project and partnership risk factors as they pertain to compliance with Section 45 (NMTC) provisions. Mentor Analyst in identifying, interpreting, evaluating and mitigating risks and issues. Duties also include establishing strong, productive working relationships with project sponsors, lenders, and municipal agencies.

The ideal candidate will have a bachelor's degree in real estate finance, economics, business, accounting or related field. Master's degree is preferred. Minimum 5 years experience in asset management, property management or real estate finance. Experience with or technical knowledge of New Market Tax Credits (Section 45) is preferred. A strong track record of asset management is essential with skills and knowledge of commercial, mixed-use real estate operations, including market analysis, property management, marketing, leasing, budgeting, financial reporting, and compliance with financing covenants or regulatory agreements. Applicant must also have keen analytical skills and proven ability to readily recognize, investigate, interpret and communicate warning signs of potential problems and strong financial analysis skills required. This position requires the following traits and abilities: proficient computer skills in spreadsheet, presentation software, adapt to new technology, multi-task, self-starter, creative problem solver, team oriented, and relationship builder, and willing to travel.

We offer a competitive salary, along with a comprehensive benefits package.

Submit resume and cover letter with salary requirements via fax to (312) 360-0804, e-mail to rhall@nefinc.org, or mail to The National Equity Fund, Human Resources Department, 120 South Riverside Plaza, 15th Floor, Chicago, IL 60606.

NEF IS AN EQUAL OPPORTUNITY EMPLOYER