

Asset Manager, Structured Finance

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 Manager, Structured Finance, will be a member of the Asset Management Department and will be a high caliber relationship manager and problem solver. This role oversees all aspects of property and asset management from the closing stage through to the final disposition of loans and partnerships within Structured Finance.

APPLY NOW

ESSENTIAL DUTIES

- Analyze financial feasibility of investment and loan proposals from the standpoint of property and asset management. Coordinate with other Team members to review and analyze all transactional plans related to on-time delivery of units and long-term operating success. Work with Team throughout the acquisitions and closing process to identify and mitigate risks in such areas as operating budgets, reserves, development timelines, etc.
- Oversee a diverse portfolio of loans and preferred equity investments within Structured Finance. Evaluate and interpret financial reports, creating cash flow models as necessary to assess loan performance against initial projections.
- Monitor monthly loan invoicing for accuracy and process all necessary reviews. Ensure correct calculation and distribution of cash flow for each loan in the portfolio.
- Establish and maintain relationships with General Partners and Borrowers so that mutual expectations are established and met. Communicate and interpret the management, documentation and reporting obligations as specified in loan and equity documents.
- Manage construction and lease-up schedules, for both preferred equity and loan portfolios, ensuring on-time delivery of credits and benefits and intervene when appropriate.
- Deliver targeted technical assistance focused on the performance and reporting requirements of preferred equity and loan products, ensuring the ongoing availability of accurate data crucial for tracking benefits and NEF's ability to report those benefits to investors.
- Maintain project data in SMT, specifically related to preferred equity positions and loan portfolios and assign risk ratings in line with NEF's criteria. Where elevated risks are identified within these financial structures, develop and implement action plans tailored to address and mitigate those risks, supporting the sustained success of NEF's preferred equity and loan investments.



- Supervise, as assigned, Asset Analysts, overseeing their financial analysis, documentation, and data entry in SMT, as well as other deliverables. Provide guidance and mentorship to Analysts, helping them to identify, assess, and manage risks and issues effectively.
- Assure that insurance coverage is adequate and continuously in force, mortgages are not in default and there are no mechanical liens or other non-permitted encumbrances.

THE IDEAL CANDIDATE

- Bachelor's degree in real estate finance, economics, business, accounting or related field; master's degree preferred.
- Minimum 5 years' responsible experience in asset management, property management or real estate finance
- Strong track record of asset management. Required skills and 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 in commercial lending and loan management is preferred. Strong analytical and forecasting skills. Knowledge of accounting principles and ability to interpret financial statements.
- Excellent communication skills, both verbal and written. Ability to effectively engage in conflict resolution and negotiation.
- Computer skills in Microsoft Office, spreadsheet and presentation software.
- Self-starter – Someone who exhibits the drive and resourcefulness to work with minimal direction and day-to-day support from the functional area. Show confidence in functional skills and an ability to apply those skills in a multi-task cross-functional team setting. Must have confidence to “think and act on one's feet”.
- Creative problem solver – Individual demonstrating an ability to quickly grasp the business issues of a situation and develop the best solution; to find creative ways to solve complex issues among demanding parties and to find “win/win” resolutions.
- Team-oriented – Collaborative individual who is motivated by working effectively with others and forging consensus. Understands and has an ability to commit to team goals over individual goals and to accept responsibility and accountability.
- Diverse and adaptable – Comfortable in working in a fast-paced, multi-task environment within a cross-functional team. Must be willing to tolerate ambiguity, risk and multiple demands of individual's time.
- Ability and willingness to travel.

ABOUT NATIONAL EQUITY FUND

National Equity Fund, Inc. (NEF) is a leading non-profit, multi-family, affordable, real estate investment manager with a mission to create and deliver innovative, collaborative financial solutions to expand the creation and preservation of affordable housing. Through its Low-Income Housing Tax Credit (LIHTC) syndication platform and its lending and investing platforms, NEF generates opportunities rooted in its vision that all individuals and families across the country have access to stable, safe, and affordable homes. 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

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