



## Vice President, Investor Relations Closing 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 Vice President, Investor Relations Closing Manager is an investor's primary point of contact at NEF during fund due diligence and closing. In conjunction with Relationship Managers, this person actively manages the structuring, investor due diligence, and closing of NEF's multi-investor funds. They will collaborate with other NEF departments, including Originations, Project Management, Asset Management, and Special Servicing, to ensure the highest caliber of service and responsiveness to investors. This position will develop a deep knowledge of investors goals, priorities, processes, deliverables, and strategies and ultimately become a subject matter expert at NEF of their assigned funds and its investors and markets.

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### ESSENTIAL DUTIES

- Manage and lead multi-investor fund closings at across NEF geographies and be a primary point of contact for investors during the closing process.
  - Work closely with primary Relationship Managers in structuring the funds to meet NEF and investor's objectives.
  - Assist primary Relationship Manager and legal teams with negotiation of documents with investors.
  - Work closely with SVP Capital Markets, Fund Management, and fund Relationship Manager in the development of customized financial models and benefit schedules to meet investor objectives.
  - Manage the lower-tier and upper-tier investor due diligence process with an eye on internal process, quality, and efficiency.
  - Communicate and coordinate internally and externally on projects and funds in closing process, manage investor and NEF expectations and timelines regarding closing including possible issues and changes in underwriting, deal structure, or fund structure.
  - Enhance and build the closing process to ensure smooth, efficient, and timely execution and for NEF and investors.
  - Within NEF, represent investor perspectives and priorities.
  - Manage relevant post Fund closing activities as it relates to relevant investor approvals and deliverables
- With the SVP of Capital Markets and Relationship Managers assist with the development and execution of a strategic business plan for assigned funds.
- Work with the SVP of Capital Markets and Relationship Managers to communicate the NEF multi-fund investor strategy to internal stakeholders including investor relations, originations, credit, asset management, and construction risk management throughout the fund closing process.
- Assist in anticipating and meeting all investor due diligence requests and other elements required to deliver and close new multi-investor funds.
- Ensure final documentation correctly reflects deal facts, as well as NEF's analysis and conditions for approvals.

- Arrange and participate in project site visits, annual due diligence meetings, and other investor specific needs, as needed.
- As appropriate, participate in outside organizations and sit on panels to grow NEF's presence in the market.
- Assist in general outreach to new potential NEF investors.
- Other duties as assigned.

### THE IDEAL CANDIDATE

- Bachelor's or master's degree in real estate, business, finance, urban planning, legal, or related field. Master's degree a plus.
- 8 or more years in affordable housing lending, development, or investment. Must have experience in underwriting and closing, and/ or asset managing multifamily real estate transactions. Prior LIHTC syndication or investor experience strongly preferred.
- Strong financial negotiation skills/experience and professional communication skills.
- Relevant experience driving process, change, efficiency, and quality.
- Experience managing a small team of professionals.
- Very strong presentation and communication skills. Proficiency in MS Excel, Word, and PowerPoint.
- Ability to work well in a dynamic team environment.
- Ability to travel as required.

### 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](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

