

## Vice President, Relationship Management

**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.

### OVERVIEW

The Vice President, Relationship Management is an investor's primary point of contact within NEF Investor Relations for new and ongoing affordable housing investments. This person actively participates in marketing to current investors and will collaborate with other NEF departments, including Originations, Project Management, Asset Management, and Special Servicing, to ensure the highest caliber of white glove service and responsiveness to its proprietary investors. This position will develop a deep knowledge of investors goals, priorities, and strategies and ultimately become a subject matter expert at NEF of their assigned investors and markets. A Vice President level Relationship Manager with significant Investor Relations or market knowledge and experience and ability to manage high touch investor and capital raise strategy with minimal guidance and oversight of an MD or SVP is the ideal candidate.

**APPLY NOW**

### ESSENTIAL DUTIES

- Serves as primary point of contact for specific high value investors, providing white glove service throughout. May report to a Managing Director or Senior Vice President.
  - Manage assigned relationships. Raise equity dollars to be placed in proprietary funds across 2-3 assigned key investor accounts meeting established annual production goals aligned with organizational expectations
  - May manage a Director or Manager level team member directly or in a matrix.
- Build long term relationships externally and internally by responding to inquiries, the deal preview process, and ensuring a high-quality investor experience throughout.
  - Develop a relationship with investors to learn about their investment needs and objectives, including Community Reinvestment Act (CRA) investment needs.
  - Coordinate with internal staff to identify appropriate products for each investor and track investor specific deal pipelines.
  - Preview new deals to investors with the goal of obtaining preliminary investor approval to proceed with internal NEF approval and LOI process.
  - Coordinate calls on deals in closing process, managing investor and NEF expectations regarding closing including possible issues and changes in underwriting or deal structure.
  - With the IR Closing Coordinator, coordinate investor closings of investments into investor funds.
  - Within NEF, represent investor perspectives and priorities.
- Play an integral role in development of and execute a strategic business plan for assigned investors.
- Leverage existing professional network to strategically raise capital for NEF across business lines and products.
- Communicate the NEF investor strategy to internal stakeholders including investor relations, originations, credit, asset management, and construction risk management throughout the capital raise process.



- Assist in anticipating and meeting all investor due diligence requests and other elements required to deliver and close new proprietary funds and investments.
- 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.
- Travel to conferences, investor capital raise meetings, grand openings, and other investor specific events.
- 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, or related field. Master's degree a plus.
- 7 or more years in commercial real estate lending, development, or investment. Must have experience in underwriting and closing and/or asset managing multifamily real estate transactions. Prior LIHTC experience required.
- Strong financial negotiation skills/experience.
- Very strong presentation and communication skills. Proficiency in MS Excel, PowerPoint and Excel, and Word.
- Ability to work well in a dynamic team environment.
- Ability and willingness 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 increased access to affordable housing empowers every individual and family to reach their full potential. Since being founded in 1987, NEF has invested nearly \$30 billion, representing approximately 275,000 new or preserved affordable homes for individuals, families, and communities in need across the country. NEF is Chicago-based and has donated more than \$280 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

