



# Asset Operations Manager, LIHTC Deal Restructuring

**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 Asset Operations Manager, LIHTC Deal Restructuring is a member of the Asset Operations team within the Asset Management department. The Asset Operations team provides leadership and guidance to regional teams to ensure compliance with NEF standard processes, prepares reporting and data for internal and external purposes, and serves as a liaison with other internal departments. The Asset Operations Manager, LIHTC Deal Restructuring, will lead the coordination and oversight of post-closing requests, which may include financing changes, property management changes, ownership changes, easements, or compliance issues, among other items.

**APPLY NOW**

## ESSENTIAL DUTIES

- Work with the Director of Project Restructuring to review changes that occur on properties post-closing, obtaining internal approval and investor approval when required.
- Manage the assessment and coordination of internal and external review processes for all post-closing changes.
- Ensure each request meets internal standards, maintain clear tracking from submission to resolution, and collaborate with other internal departments to secure timely approvals and accurately document all post-closing changes.
- Review partnership agreements, regulatory agreements, financing documents and other sources to determine financing structures and constraints, as needed.
- Update financial models to analyze tax benefits and capital accounts, incorporating source and use statements, operating budgets, tax returns, and adjuster models.
- Manage the preparation and presentation of detailed investor memos outlining the requested changes, covering deal structure, request specifics, risks, mitigants, and final recommendations.
- Work with the Asset Operations team to develop and maintain systems to assist regional team asset managers and analysts in their duties.
- Review and analyze Asset Manager submissions of cost certification analyses, stabilized occupancy analyses, and adjuster models.
- Design and deliver task-based training sessions for asset and non-asset staff to enhance operational efficiency.

- Review partnership reserve requests submitted by asset managers.
- Supervise the work of analysts, assistants and temporary workers as required. Train, develop, and mentor analysts to achieve asset operations goals.
- 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), Master's degree a plus.
- Proven asset management experience with expertise in multifamily real estate operations, including market analysis, finance, leasing, budgeting, financial reporting, and compliance with financing or regulatory agreements.
- Minimum 5 years experience in asset management or real estate finance. 3+ years of LIHTC experience preferred.
- Strong experience with and knowledge of financial audits and tax returns for LIHTC projects
- Advanced skills in Microsoft Excel, Word, and PowerPoint; experience with Power BI dashboards and Power Query preferred.
- Innate technology instincts, ability to learn and work with large amounts of data.
- Exceptional analytical and financial analysis skills with keen attention to detail and ability to identify and communicate risks.
- Strong leadership, project management, and relationship-building skills; effective communicator in multi-disciplinary settings.
- Self-starter with confidence to work independently, think on their feet, and apply creative problem-solving to achieve win-win solutions.
- Excellent written and verbal presentation skills, delivering concise and logical communications.
- Proven ability to build and manage relationships with colleagues and customers, effectively managing expectations.

### 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.

Beyond LIHTC, NEF offers additional financial solutions to help close the affordable housing gap in multiple ways that are aligned with our mission. Our expertise in pre-development, preservation, and workforce lending allows us to further assist our partners to expand their efforts to provide low-income and middle-income affordable housing.

Since being founded in 1987, NEF has invested over \$27.2 billion, representing 260,000 new or preserved affordable homes for individuals, families, and communities in need across the country. NEF is Chicago-based and has donated more than \$260 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

