



## Structured Finance Analyst

**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 Structured Finance Analyst will provide analytical support to Structured Finance and Non-LIHTC businesses. The Analyst will assist in evaluating the feasibility of Affordable Housing and Workforce Housing financing and investing, including preparing initial financial projections. The Analyst will also assist in preparing engagement or commitment letters, preliminary underwriting, and conducting other analysis and research as required.

**APPLY NOW**

### ESSENTIAL DUTIES

- Work closely with VPs of Structured Finance and the VP of Project Management Non-LIHTC.
- Assist originators in evaluating prospective equity and debt investments in Affordable Housing and Workforce Housing. Must be capable of analyzing projects' financing, development budget, construction schedule, operating expenses, debt service, market comparability, and developer capacity.
- Prepare initial project excel models, drafts of engagement letters and commitment letters, as well as letters to support applications for relevant funding.
- Utilize and become highly proficient in NEF's proprietary financial underwriting model.
- Develop and maintain extensive knowledge about real estate underwriting and relevant requirements.
- Become proficient in understanding secondary financing, including CDBG, HOME, AHP, and other local funds.
- Maintain NEF's proprietary database for projects as requested by Vice Presidents of Structured Finance and Vice President of Project Management Non-LIHTC
- Assist Vice Presidents of Structured Finance and Vice President of Project Management Non-LIHTC in maintaining relationships with developers and stakeholders through excellent customer service and utmost professionalism. Travel with Originators to assist at regional conferences, groundbreaking ceremonies, grand openings, and client marketing dinners.
- Gain a thorough understanding of tax laws related to Affordable Housing and Workforce Housing, as well as other state credits in the designated region.
- Other duties and special projects as assigned

## THE IDEAL CANDIDATE

- Bachelor's degree in accounting
- Bachelor's degree in business, economics, urban planning, or finance. Master's degree a plus.
- At least one year of experience in underwriting and structuring real estate projects.
- Ability to multi-task and effectively manage numerous projects simultaneously.
- Ability to work independently with limited direction.
- Strong quantitative and analytical skills and proficiency in Microsoft Office applications, including Excel, Word, etc.
- Strong communication skills, both verbal and written.
- Prior experience with affordable housing loans or investments and knowledge of state and local funding programs a plus.
- Ability to travel as needed.

## 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).

---

We offer a competitive salary, along with a comprehensive benefits package.  
NEF IS AN EQUAL-OPPORTUNITY EMPLOYER

