



Attorney

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 Attorney will, at the primary direction of the Managing Director-Deputy General Counsel, be responsible for upper tier investor issues (“DGC - Funds”) and handle the legal aspects of a wide range of transactional and compliance matters related to the Company’s business, with a focus on matters related to the closing and management of NEF’s multi-investor and proprietary investment funds (“Funds”).

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ESSENTIAL DUTIES

- Gain a thorough understanding of the Fund Accounting Department’s function within the organization, the department’s policies, procedures and best practices, and the reporting standards expected from the department for quarterly and annual financial reporting.
- Handle legal aspects of various transactional matters involving Funds; prepare agreements and amendments to various Fund agreements; negotiate Fund agreements with investors; act as liaison with outside counsel; and coordinate closings related to such matters.
- Provide primary support to the DGC-Funds, including drafting and negotiating Fund agreements and side letter agreements, managing and overseeing paralegal preparation of certificates and other ancillary Fund closing documents, coordinating Fund closings with outside counsel and the Investor Relations Department, drafting and reviewing post-closing project investment approvals for the Investor Relations Department, and coordinating assignment of project investments from warehouse lines of credit to Funds.
- Perform due diligence and manage the negotiation and execution of legal documents related to the closing of bridge loans and warehouse lines of credit.
- Handle investor transfer requests, including performance of due diligence and negotiation of transfer documents.
- Provide support to the Asset Management Department and the Project Management Department by reviewing Fund agreements to determine investor consent rights concerning a range of matters including waiver of equity benchmarks, transfer of project general partner interests, property manager changes, and project dispositions.
- Provide support to the Asset Management Department by reviewing a range of documents submitted by project sponsors to confirm they satisfy equity benchmarks under project partnership agreements including carryover allocation documents, title policies, HUD documents, service provider documents, lien waivers, extended use agreements, tax credit elections, and IRS Forms 8609.
- Provide support to the Managing Director for Dispositions by drafting and negotiating project disposition documents.
- Manage Know Your Customer (KYC) requests and requirements.

- Manage HUD filings, including LLCI requirements.
- Manage controlling interest transfer filings, including California BOE filings.
- Manage City of Chicago Economic Disclosure Statement filings.
- the request of the General Counsel (“GC”), the DCG-Funds, and the Deputy General Counsel responsible for lower tier project issues (“DCG-Projects”), develop and monitor internal processes and procedures involving legal matters and advise staff on the contents of legal documents.
- Assist the GC and the DGCs with various compliance functions, including Corporate Transparency Act filings and at securities law requirements.
- Perform other duties as assigned by the GC and the DGCs.

THE IDEAL CANDIDATE

- Bachelor’s degree in business, planning, or related field. Master’s degree preferred
- Bachelor’s degree in accounting
- A Juris Doctor (JD) degree from an accredited law school, good academic credentials, and membership in at least one state bar.
- A minimum of three to five years in a sophisticated law firm or corporate legal department environment involving general corporate, tax, securities, and real estate development and financing (investment and/or lending), preferably involving affordable housing and federal low-income housing tax credits. Familiarity with government programs related to affordable housing and community development a plus, but not required.
- Effective drafting and research skills, and ability to integrate legal requirements into business practices.
- Excellent communication and interpersonal skills required.
- Ability to interact effectively with all levels of management and staff.

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

