

State Tax Equity 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.

OVERVIEW

The State Tax Equity Analyst will support the growth and operations of the Tax Equity Team by providing analytical, operational, and reporting assistance throughout the lifecycle of state tax credit transactions. This role helps coordinate closing activities, support compliance and reporting workflows, and maintain internal market data resources. The Analyst works closely with cross-functional partners to ensure accurate documentation, timely submission of requirements, and overall execution excellence.

APPLY NOW

Seeking candidates within the Chicago, Providence, and or Boston areas.

ESSENTIAL DUTIES

- Gain Assist in managing state certificated closings, including document review, tracking deliverables, and supporting negotiation processes as directed.
 - Participate in closing calls to support state credit–related discussions and coordinate follow-up items for internal teams and investors
- For allocated transactions, coordinate with Legal and Project Management to help ensure timely execution of closing requirements and accurate documentation.
- Collaborate with Accounting, Asset Management, and Fund Compliance to support state credit reporting activities, including document collection, review, and preparation of required submissions.
- Maintain reporting workflows to ensure all state credit reporting deadlines are met with accuracy and efficiency.
- Support ongoing improvements to reporting processes, templates, and documentation.
- Monitor state-only certificated transactions by tracking construction milestones, compliance benchmarks, and credit-related performance indicators.
- Assist in initiating capital calls once required benchmarks are met, preparing supporting schedules and coordinating with internal stakeholders.
- Prepare benefit schedules and related analyses for investors evaluating prospective state tax credit projects.
- Maintain market data resources, including investor pipeline metrics, pricing trends by state, and deal-specific market intelligence.
- Research new and existing state tax credit programs to support strategic positioning, investor conversations, and internal decision-making.



THE IDEAL CANDIDATE

- Bachelor's degree in finance, accounting, real estate, economics, or a related field
- Proficient in Microsoft Excel
- Ability to interpret financial models and legal documentation
- Strong written and verbal communication skills, with the ability to collaborate effectively across multidisciplinary teams.
- High attention to detail and strong organizational skills
- Familiarity with tax credit programs or real estate finance (preferred but not required)
- Preference for one-to-two years of relevant experience preferred but not 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.

We offer a competitive salary, along with a comprehensive benefits package.

NEF IS AN EQUAL-OPPORTUNITY EMPLOYER

