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 Corporate Services Manager will be responsible for greeting visitors and helping them navigate through NEF Chicago Corporate Office. While maintaining calendar appointments, sorting through mail, and assisting the facilities team as necessary, and providing an exceptional customer service experience.

ESSENTIAL DUTIES
• Greet and welcome guests as they arrive at the NEF Chicago Office and direct them to the appropriate person and or team.

• Promptly answers all incoming calls to the main NEF Office line, taking and delivering accurate messages via email or voicemail.

• Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges).

• Schedules meetings, books conference rooms, and other appointments as necessary.

• Coordinates travel arrangements, including booking flights, hotels, and car reservations of production teams (IR, Originations, Lending, and Business Development).

• Coordinates & books all conference registrations with the Marketing & Communications team, meetings, and appointments of production teams (IR, Originations, Lending, and Business Development).

• Perform other clerical duties as assigned.

• Other duties as assigned.

THE IDEAL CANDIDATE
• College degree or equivalent work experience required.

• Minimum of 4 to 5 years of administration experience and/or executive secretarial experience in a professional environment.

• Excellent verbal, written, and interpersonal communication skills.

• Strong attention to detail and accuracy skills

• Strong organizational, multi-tasking, and prioritizing skills

• Ability to answer and manage multiple projects.

• Proficiency in MS Office (MS Excel and MS PowerPoint, in particular.)
**ABOUT NATIONAL EQUITY FUND**

National Equity Fund, Inc., is a leading nonprofit Low-Income Housing Tax Credit (LIHTC) syndicator, asset manager, and pioneer in affordable housing with a mission to create and deliver innovative, collaborative financial solutions to expand the creation and preservation of affordable housing. Through its diverse multi- and single-investor funds, NEF generates opportunities rooted in its vision that all individuals and families across the country have access to stable, safe, and affordable homes that provide a foundation for them to reach their full potential. Since being founded by the Local Initiatives Support Corporation (LISC) in 1987, NEF has invested more than $22.7 billion, which represents 231,500 new affordable homes for individuals, families, and communities in need across the country. NEF is Chicago-based and has donated more than $220 million in grants to support 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**