

## Director, Relationship Manager

**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 Director, Relationship Manager manages the day-to-day interactions with NEF investors for new and ongoing affordable housing investments. This person actively participates in marketing to current investors and will collaborate with other NEF departments, including Originations, Project Management, Asset Management, and Special Servicing, to ensure the highest caliber of white glove service and responsiveness to its proprietary investors. This position will develop a deep knowledge of investors' goals, priorities, and strategies and ultimately become a subject matter expert at NEF of their assigned investors and markets. A Director level Relationship Manager executes on specific investor capital raise strategies and may manage investors directly or act in support of a Vice President or Managing Director level Relationship Manager.

**APPLY NOW**

**Seeking candidates located on the West Coast or in Chicago.**

### ESSENTIAL DUTIES

- Manage day-to-day interactions with assigned relationships with strategic oversight by primary relationship managers. May report to a Vice President or a Managing Director.
  - Raise equity dollars to be placed in proprietary funds across 1-3 assigned key primary investor accounts meeting established annual production goals aligned with organizational expectations.
  - Act as a backup on large, high value relationships supporting initial opportunity identification, pipelining, pitching, and closing.
- Deliver consistent investor messaging and maintain a regular communication cadence, proactively identifying or escalating issues to the primary Relationship Manager as needed.
  - Develop a relationship with investors to learn about their investment needs and objectives, including Community Reinvestment Act (CRA) investment needs.
  - Coordinate with internal staff to identify appropriate products for each investor and track investor specific deal pipelines.
  - Preview new deals to investors with the goal of obtaining preliminary investor approval to proceed with internal NEF approval and LOI process.
  - Coordinate calls on deals in closing process, managing investor and NEF expectations regarding closing including possible issues and changes in underwriting or deal structure.
  - With the IR Closing Coordinator, coordinate investor closings of investments into investor funds.
  - Within NEF, represent investor perspectives and priorities.
- Execute a strategic business plan for assigned investors.
- Leverage existing professional networks to strategically raise capital for NEF across business lines and products.
- Communicate the NEF investor strategy to internal stakeholders including investor relations, originations, credit, asset management, and construction risk management throughout the capital raise process.



- Assist in anticipating and meeting all investor due diligence requests and other elements required to deliver and close new proprietary funds and investments.
- Ensure final documentation correctly reflects deal facts, as well as NEF's analysis and conditions for approvals.
- Arrange and participate in project site visits, annual due diligence meetings, and other investor specific needs.
- Travel to conferences, investor capital raise meetings, grand openings, and other investor specific events.
- Assist in general outreach to new potential NEF investors.
- Other duties as assigned.

### THE IDEAL CANDIDATE

- Bachelor's or Master's degree in real estate, business, finance, urban planning, or related field. Master's degree a plus.
- 5 or more years in commercial real estate lending, development, or investment. Must have experience in underwriting and closing and/or asset managing multifamily real estate transactions. Prior LIHTC experience required.
- Strong financial negotiation skills/experience.
- Very strong presentation and communication skills. Proficiency in MS Excel, PowerPoint and Word.
- Ability to work well in a dynamic team environment.
- Ability and willingness to travel as 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](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

