



## Senior Construction Risk 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. 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 Senior Construction Risk Manager under the direction of the Managing Director of Construction Risk Management, works within the Asset Management department of NEF. As part of a professional team, they provide expertise and analysis for Real Estate Investment activities in affordable housing developments. For investments of moderate risk and complexity, the Senior Construction Risk Manager performs underwriting functions for both new construction and existing developments, managing risk from construction through lease-up. Additionally, they handle the administration of documentation and funding requirements, offering consulting support with a high level of professional service and conduct to both existing and potential customers.

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### ESSENTIAL DUTIES

- Evaluate the qualification of the development team for proposed rehab, renovation, and new construction developments relative to the complexity of the project under consideration. Coordinate closely with Project Management, Originations, and other departments of any deficiencies and work with appropriate NEF personnel to correct same.
- Produce written reports detailing construction attributes as well as potential risks.
- Conduct or oversee third party construction due-diligence reviews for proposed projects. Provide or review written reports regarding findings, make recommendations including value-engineering alternatives.
- Provide comprehensive monitoring of the construction progress on multiple developments for quality, cost, schedule compliance, and adherence to project documents. Oversee third party reporting including documentation to facilitate quality, cost and schedule control.
- Assist Asset Management staff in conducting or reviewing building inspections/evaluations and make recommendations for capital repairs and replacement strategies for the existing portfolio.
- Maintain effective project communication among NEF staff and other external parties by documenting all appropriate project-related information in NEF's Syndication Management Toolset ("SMT") or other location as designated.
- Review and approve or comment on all equity disbursement requests and non-equity payments as submitted by internal staff and external parties.
- Ability to travel as needed.
- Other duties as assigned by the Managing Director Construction Risk Management

## THE IDEAL CANDIDATE

- Degree in Architecture, Civil engineering, Construction or Construction Management. Extensive and relevant experience over 10 years may be considered as substitute for academic requirement
- Experience with for-profit housing developers, nonprofit community development corporations or the development of affordable housing a plus. CPA designation preferred.
- Ten years of progressively responsible experience in construction management, architecture, or engineering with at least two years of experience in multi-family residential projects.
- Proven knowledge of construction methods and practices, particularly in the areas of new residential construction, residential rehab, and renovation.
- Knowledge of International Building Code Standards and accessibility requirements.
- Experience in contract and construction document reviews as well as the development and presentation of value engineering alternatives.
- Experience in and knowledge of construction progress and payment application practices.
- Knowledge of operations and maintenance requirements for building systems and cost evaluations.
- Experience and proven ability in overseeing the engagement, management and performance of third-party consultants.
- Demonstrable expertise in MS Office software; the use of electronic-based design and construction documentation; scheduling and project documentation and control software.
- Ability to develop and maintain effective working relationships with NEF and LISC staff, developers, investors, lenders, local and state government officials, and other professional staff.
- Excellent oral and written, communication, and interpersonal skills.
- General knowledge of environmental issues related to development of contaminated properties for residential use a plus.
- Comprehensive understanding of architectural and engineering industry practices.

## 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).

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

NEF IS AN EQUAL-OPPORTUNITY EMPLOYER

