



National Equity Fund, Inc. (NEF), a leading non-profit syndicator of low-income housing tax credits, is seeking an Originations Analyst for its New York office. The primary function of this position is to provide analytical support to the originators on a regional team in the underwriting of low-income housing tax credit investments. The analyst will assist in evaluating the feasibility of investments including, evaluating the market, sponsor capacity, reviewing loan documents, and preparing projections; prepare engagement or commitment letters, assist with investment committee write-ups, investment proposal, closings, and evaluation of potential adjusters post-closing. In addition, candidate must be able to analyze project's financing, development budget, construction schedule, operating expenses, debt service, market comparability and developer capacity; utilize and become proficient in NEF's pricing and underwriting model. Gain a thorough understanding of tax laws related to the LIHTC and Historic Credits and become proficient in understanding secondary financing, including CDBG, HOME, AHP, and other local funds. Develop and maintain extensive knowledge of real estate underwriting and Section 42 requirements.

The ideal candidate will have a bachelor's degree in business, economics, urban planning or finance. Master's degree preferred. Minimum two to four years' experience in underwriting and structuring real estate projects. Applicant must have strong analytical, skills and ability to learn dedicated systems. Prior experience with affordable housing loans or investments and knowledge of state and local housing finance programs a plus. Understanding of non-profit housing and community development and commitment to working with diverse, low income communities. Skill sets must include excellent organizational skills with attention to detail, exemplary oral and written communication and proficient computer skills, including Excel. Frequent travel will be required.

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

Submit resume and cover letter with salary requirements via fax to (312) 360-0804, e-mail to rhall@nefinc.org or mail to National Equity Fund, Human Resources Department, 10 South Riverside Plaza, Ste. 1700, Chicago, IL 60606.

NEF IS AN EQUAL OPPORTUNITY EMPLOYER