



**CEF LIHTC Investment Fund Analyst  
National Development Council  
NDC Corporate Equity Fund**

The National Development Council (NDC) is seeking a well-organized LIHTC Investment Fund Analyst. This team member will report to the Fund Manager and will support the work of the Acquisitions, Fund and Asset Management Teams.

- Participate in the entering of project quarterly financial into database
- Maintain quarterly financial reporting checklists, which includes receiving lower tier financial documentation, recording receipt of the information, uploading the documentation into the portal, and communicating with the Asset Managers regarding missing information
- Distribution of quarterly reporting reminders to our partners
- Distribution of portfolio reports and Maintain a list of investor reporting contacts
- Assist with preparation of Fund LIHTC benefit's schedules
- Full responsibility for the collection, review and entry of insurance certificates from our lower tier projects, including following up on missing documentation
- Assist the Director of Compliance with various tasks including requesting tenant files for review, reviewing files and updating the process tracker
- Assist the Director of Asset Management with specified projects and analysis of portfolio data.
- Assist the Fund Closing Manager collecting construction draw requests and change orders during the construction phase of the various Fund projects. Coordinate any required internal approvals as needed
- Assist the Fund Closing Manager with project file management during and after a project closing to ensure consistent and well-organized project level files.
- Prepare, obtain approval for project capital calls
- Prepare and distribute investor capital calls
- Work with other NDC employees to further NDC's affordable housing mission and to support NDC's advocacy efforts

**Essential Qualifications and Characteristics:**

- Strong ability to keep track of multiple projects, activities and timelines
- Strong written and verbal communication skills
- Excellent Microsoft Office Excel skills and other data analytic ability, as well as ability to work with Word
- Strong math skills
- Ability to work independently but also maintain team relationships
- Minimum of three years in real estate development/management
- Associates Degree in Business, Accounting or Finance
- Ability to travel up to 20% of the time as needed

NDC values diversity and is an EOE. Salary commensurate with experience. Excellent benefits.

Please provide a resume and brief e-mail to: Michael Griffin, Fund Manager, at: [mgriffin@ndconline.org](mailto:mgriffin@ndconline.org)