

NDC Corporate Equity Fund Fund Closing Manager

The Closing Manager will report to the Director of Acquisitions and Underwriting and work closely with the Acquisition Managers and legal counsel to ensure that all real estate equity investments are closed into the upper tier investment funds following accepted process and procedure. In addition, the Closing Manager will work with and interact effectively with the Asset Managers as well as Fund's Financial Management team in effectively processing capital calls during the construction stage as well as post completion. Understanding of investment real estate, multi family real estate finance, and specifically the Low Income Housing Tax Credit program is essential to success in this role.

Roles and Responsibilities

- Work with Acquisitions team during underwriting and approval phase to identify and resolve potential closing issues and prepare documentation for investment committee
- Engage third party reports including, market study, construction cost review, environmental Phase I review, etc. Insure all issues raised by consultants are adequately resolved prior to closing
- Engage outside legal counsel, assist in arranging initial closing kickoff calls, coordinate deal timing, closing checklists, due diligence issues, etc.
- Keep team informed thru regular communication as to status of closing, attend regular closing calls, work with developer/sponsor to resolve closing issues
- Respond to Fund Investor information requests related to lower tier investment underwriting
- Insure all post closing items are properly reconciled and collected, schedule post closing debriefing calls with internal partners, create and manage investment documentation folders including schedules for capital calls
- Assist the Acquisitions team in initial investment model input on an as needed basis
- Receive, manage, review and monitor all investment capital calls, work with Asset Management and Financial Management team to insure timely payment
- Coordinate monthly construction review calls with NDC Construction Consultant, Acquisitions, and Asset Management teams to review status of all projects in construction
- Prepare quarterly assessment and forecast of lower tier project capital call projections Communicate with Financial Management team regarding capital call forecast
- Coordinate transition of projects from construction period oversight to Asset Management team post completion

Essential Qualifications and Characteristics

- Strong ability to keep track of multiple projects, timelines and due diligence tracking
- Strong written and verbal communication skills and keeps team members informed of progress
- Strong math skills and comfortable working with and understanding complex excel spreadsheets

- Background and thorough understanding of real estate documentation, partnership and operating company documentation
- Background and understanding due diligence items needed in the development of and the investment in real estate
- Ability to work independently but also keep remote team members informed of project deadlines, investment closings, and capital call activity

Salary commensurate with experience. Excellent benefit package. EOE.

Send resume and cover letter to jpoznic@ndconline.org