



Underwriting & Closing Associate

National Affordable Housing Trust
Location: Columbus, Ohio
Reports to: SVP, Director of Underwriter
Exempt Classification: Exempt
Status: Regular, Full-Time

National Affordable Housing Trust (NAHT) is a non-profit low income housing tax credit syndicator dedicated to help create and preserve homes for those in need. NAHT provides equity, through syndication to third party investors, for affordable housing real estate transactions that utilize Low Income Housing Tax Credits (LIHTC) as a form of financing.

Summary of Position

The Underwriting & Closing Associate is primarily responsible for assisting the Underwriting Department in the due diligence and closing processes related to NAHT's investment, lending and syndication business. The Underwriting & Closing Associate will also be responsible for entity creation and management, managing documents and data related to closings and assisting other NAHT departments in the management of NAHT's portfolio and execution of its obligations under fund and partnership documents.

The Underwriting & Closing Associate will need to be able to communicate effectively with NAHT Management, Underwriters, General Partners, attorneys, and investors, among others. From time to time the Underwriting & Closing Associate will also be called upon to provide other support functions, including but not limited to, review of partnership agreements, and other related legal or compliance documents, to other NAHT departments.

Essential Functions

The Underwriting & Closing Associate will be directly responsible for the following activities, as well as providing support across key departments at NAHT related to underwriting, accounting, fund management, closing and syndication:

- Provide support for the closing process overall, including support for individuals throughout NAHT, development partners and/or investors.
- Review and engage 3rd party insurance brokers for all certificates of insurance related to the project and to communicate compliance and deficiencies to underwriter for resolution and if necessary, propose and prepare any waivers of insurance requirements for submission to investors.

- Request additional information from underwriters, development partners or investors as needed. Respond to third party requests for additional information and questions, including investors' inquiries and questions.
- Properly save all closing documents in STARTA. Coordinate the warehousing funding process including notifying lenders, gathering due diligence, drafting required documents and forms.
- Coordinate warehouse line borrowing and equity funding's, providing NAHT Accounting team with any required information to support or detail facts of closing and sources and uses of closing funds.
- Participate in property closing activities as requested and fund closings to ensure they are closed in accordance with approvals, addressing the requests and requirements of the General Partner, investors and NAHT Management and preparing and submitting the draw packages.
- Update data within STARTA where source documents are stored, including NAHT due diligence documentation (zoning, title, etc.) or closing documents (such as partnership agreements, fund agreements, organizational documents, etc.).
- Assist in the lower tier project closings.
- Prepare paperwork and coordinate with state agencies to form corporate entities, partnerships, and all legal entities (i.e., LLCs) required for project closings and applications. Provide information to Accounting necessary for continued registration and management of entities.
- Coordinate the upper tier investor closings, assist in the LPA negotiations, due diligence review and manage the amendment process.
- Maintain LPA templates and file documents appropriately on external data sites and internal data management systems.
- Review and/or draft legal documents with accuracy.
- Formation, registration, and compliance related to new and existing corporate entities.
- Coordinate meetings and present vital information to attorneys, developers, investors, external counsel, federal and state employees, third party vendors as well as internal staff.
- Effectively communicate and collaborate with all staff and external clients.
- Establish and maintain policies and procedures, as necessary.
- Performs other duties as assigned.

Qualifications & Requirements

- Minimum of an Associate's degree in related area of study such as real estate, business, or tax law is required. Bachelor's degree or an advanced degree is preferred, but not required.
- Legal aptitude or experience in real estate closing process, affordable housing development, legal entity formation and/or insurance review is preferred.
- Paralegal certification and previous experience in paralegal or related capacity a plus.
- Demonstrated ability to communicate complex technical information to various audiences, both verbally and in writing.
- Experience in establishing and maintaining effective working relationships with professionals such as: general partners, property managers, attorneys, investors, bankers/lenders, governmental officials, and insurance brokers.
- Proficient in Microsoft Office Suite programs and in particular Word and Excel.
- Strong attention to detail and excellent skills in managing multiple tasks.
- Ohio Notary Public designation preferred.

Physical and Environmental Demands

Work will be conducted in an office environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee must have the ability to provide regular and dependable in-office attendance to support office interpersonal communication, face to face relationships and the collaborative nature of the position.
- Employees must also periodically deal with interruptions due to activity in the work area.

Forward cover letter and resume to:

humanresources@naht.org

Or Mail To:

National Affordable Housing Trust
Attention: Human Resources
2445 North Bank Drive, Suite 200
Columbus, OH 43220

This position description is intended to describe the type and level of work that will be performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities of a person so classified.

NAHT is an Equal Opportunity Employer and does not discriminate against anyone based on their protected class in any of its hiring, retention or advancement opportunities.