



Originations Analyst

National Affordable Housing Trust
Location: Flexible; Columbus, Ohio preferred
Reports to: SVP, Director of Originations & Capital Markets
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.

Summary of Position

Originations Analyst is responsible for providing financial models, projections, related due diligence and analysis in order to close projects and syndicate them into Investment Funds. Additionally, the Originations Analyst participates in the production of equity adjusters, refinances analyses and/or sale analyses as required by the business, including technical and tax rule application, while focusing especially on financial aspects. They will work closely with the Originations team in responding to equity bid proposals and in preparing letters of intent, and will manage both data and documents obtained during the financial structuring process.

Essential Functions

The Originations Analyst contributes to the analysis, closing, and syndication of affordable housing projects, with a focus on financial modeling and structuring and related due diligence, including the resulting economics for all parties to the transaction. Specific activities performed by the Originations Analyst include, but are not limited to:

- Structuring and reviewing financial models based on information obtained through a variety of sources, ensuring they're complete and accurate, and meet the needs of the project while also reflecting investor expectations.
- Analyzing operational feasibility of housing developments over 15 year investment periods, including reviews of due diligence materials and completion of various sensitivity analyses.
 - Analyzing construction costs and allocation among basis/non-basis categories as well as multiple funding sources for the project, factoring in any applicable regulatory requirements.
 - Reviewing initial third party reports (market studies, appraisals, etc.), tax credit documentation and additional due diligence materials to determine validity, developing supported projections.
 - Analyzing equity pricing and timing, fees and returns to multiple parties.

- Researching potential innovative financial structuring scenarios; finding solutions that address the needs of both the general partner and investors in terms of capital structure, amount and timing of funding sources, returns, etc.
- Working closely with Originations team in responding to requests for equity bid proposals and in preparing letters of intent as needed, ensuring accuracy of terms and consistency with those in the financial model.
- Providing support to Asset Management team on various ongoing analyses as needed which may include:
 - Analyzing project cash flow and Investor tax benefits throughout the compliance period.
 - Analyzing Capital Account through the remainder of the compliance period.
 - Completing Equity Adjustor calculations at project completion and/or qualified lease up.
 - Participating in refinance analysis during compliance and/or sale analysis at the end of the compliance period.
- Effectively Communicating complex financial information to internal and external participants in tax credit transactions, including NAHT associates, general partners, limited partner investors, bankers/lenders, and governmental officials. Ensuring all parties can understand and assess the strengths, issues, risks, and returns of transactions and make decisions.
- Working extensively with NAHT associates including senior management, general partners and limited partner investors throughout the closing and syndication process, contributing to business development and relationship management at both “lower tier” and “upper tier.”
- Providing assistance and quality control oversight for financial models and projections, adjusters, and letters of intent produced by other Originations Analysts and other NAHT employees.
- Providing additional support as needed by other departments such as Development Advisory Services, Underwriting, Asset Management, and Finance.
- Managing and retaining documents and data related to closing, syndication, and asset management of the project, and assisting with other administrative details during the origination process.
- Performs other duties as assigned.

Qualifications & Requirements

- Bachelor’s degree in Business, Accounting, Finance, Real Estate, or related field; combination of education and previous experience considered.
- 1-3 years of experience in financial modeling; experience within the affordable housing industry is preferred.
- Basic knowledge of financial management and accounting. Knowledge of financial management, accounting, and tax considerations specific to the LIHTC program are preferred.
- Ability to complete or demonstrated completion of National Development Council (NDC) Housing Development Finance Professional program.
- Proficient in Microsoft Office Suite, and in particular Excel.

- Some Database experience preferred.
- Ability to complete or demonstrated completion of LIHTC training.
- Requires a highly motivated and organized individual that is willing to diversify and multi-task. Detail oriented and organized with the ability to work on a variety of projects independently and within a team structure. Follow-through and responsiveness is also critically important.
- Essential to possess a passion and desire to continuously improve their style and work productivity.

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.

- Employees must also periodically deal with interruptions due to activity in the work area.
- Travel is required to project, and client locations as needed, including local travel and airline travel. Candidate must have a valid driver's license.
- Must be able to undertake overnight travel periodically.

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 promotes excellence through the principles of racial equity, diversity, inclusion and belonging. All qualified applicants will receive consideration for employment without regard to race/ethnicity, age, disability, sexual orientation, gender, national origin, or religion.