BOSTON FINANCIAL
INVESTMENT MANAGEMENT

Account Manager

Boston Financial Investment Management, LP is one of the largest multi-family investment managers of low-income housing in the U.S. The firm specializes in low-income housing tax credit (LIHTC) investment syndication and asset management. Boston Financial is a wholly owned subsidiary of ORIX, USA.

Position Overview:

The Account Manager will be responsible for taking deals through the acquisitions and investor placement process from proposal letter through due diligence to closing with both the developer and investor while establishing and maintaining high standards of deal quality, integrity and structure. The Account Manager will maintain and enhance client relationships with developers, investors and investor advisors through attentive and responsive client servicing.

Key Responsibilities:

- Review and analyze prospective deal opportunities with Originators, including project feasibility, strength of general partner/developer and financial return opportunities. Work with Originators and Senior Management to establish pricing, structure deal terms, determine investor interest and to prepare and execute proposal letter. Oversee preparation of screening and investment committee packages.
- Oversee deal due diligence process, including financial analysis, market analysis, and review of other information and material required to evaluate project feasibility. Serves as contact for general partners/developers on individual deals to ensure timely, efficient, and thorough processing of due diligence.
- Identify and evaluate possible solutions to potential deal issues. Work with originators and senior management to determine optimal strategy to mitigate deal risk and participate in client negotiation to achieve successful resolution of issues, or if unsuccessful, to terminate deal.
- Collect and disseminate market intelligence on tax credit investment industry, including deal term and structure trends and state tax allocation activity.
- Serve as primary contact for all third party activity, including legal, tax, engineering, consulting, asset management, and other services. Ensure scope of review is appropriate and consistent with investment committee guidelines based on characteristic of deal and coordinate all communications and transfers of information to maximize efficiency and to ensure the highest level of client service.
- Due to the fast-paced nature of the responsibilities for this position, overtime may be required

Minimum Requirements:

- Bachelor's Degree in business or finance
- 7+ years work experience in the real estate industry
- LIHTC (Low Income Housing Tax Credit) underwriting experience
- Excellent verbal, written presentation and organizational skills
- Strong negotiation and problem-solving skills
- Advanced financial and analytical skills with the ability to understand complex real estate and financial transactions, tax credit, partnership and understanding of general accounting principles
- Proficient with MS Office
- Ability to balance multiple projects and communicate effectively with senior management, developers and investors