

18:INV-057: Senior Director, Capital Markets- New Business Development

Company Enterprise Community Investment

Department Capital Markets

Location We have 1 opening which is preferred to be located in New York, NY; Chicago; Los Angeles; Boston; or Columbia, MD or any location for the right candidate

Job Summary

The Senior Director, Capital Markets – New Business Development will be responsible for raising new capital for our low-income housing tax credit programs. The position will coordinate with originators, local market leaders and other Capital Markets team members to develop and secure opportunities for new capital. The position will also refer capital raising opportunities to other Enterprise departments. The person may manage new multi-investor fund and proprietary fund investor relationships for the first year, before transitioning the relationship management to a Capital Markets relationship manager. This will include strategic planning of the investor's annual investments, providing due diligence and general relationship management. The position will also coordinate within-house and outside legal counsel and other Capital Markets team members as well as various other Enterprise departments such as Asset Management and Syndication and local office directors.

Job Responsibilities

- Raise new capital for our low income housing tax credit business. This will include developing an annual strategic plan that is based on emerging markets and industries as well as gaps in current regional funding for deals.
- Identify opportunities for cross-selling with potential new investors
- Identify trends in the marketplace and make recommendations for product enhancements
- Participate in the development of marketing materials and presentations for raising new capital
- Initially manage investor relationships including proprietary and multi-investor needs for new projects as well as any reporting/information needs and due diligence meetings before transitioning to other Capital Markets team members.
- Conduct due diligence meetings with new investors that includes a deep knowledge of our syndication, underwriting, asset management and finance areas
- Oversee the preparation of due diligence packages for investor
- Coordinate investor review process with Legal, Syndication and Credit staff
- Maintain consistency of business terms across all investment funds

Qualifications

- Bachelor's degree or equivalent is required, preferably in Business or related discipline. Master's degree a plus.
- 8-10+ years related experience required; experience in real estate and/or tax credit syndication desirable.
- Excellent sales skills
- LIHTC deal underwriting experience preferred.
- Experience with real estate legal documents is a must.
- Excellent verbal and written communication skills
- Strong Excel and Database skills Salesforce experience a plus
- Ability to travel 40-50% of the time
- Strong organizational and interpersonal skills.
- Ability to work well in a team environment, as well as, autonomously.
- Ability to perform multiple tasks and manage competing priorities in a fast-paced environment.
- Ability to establish and maintain solid working relationships with internal and external customers

