

## **Fund Development Manager**

Community Affordable Housing Equity Corporation (CAHEC) is a non-profit community investment company based in Raleigh, NC, with the mission to provide communities with affordable housing and opportunities for growth and revitalization by investing in qualified tax credit products. CAHEC Properties Corp. (CPC), a non-profit affiliate of CAHEC, is based in Columbia, SC and is an owner and developer of affordable apartment communities. CAHEC Management Inc (CMI), also a non-profit affiliate of CAHEC, is based in Columbia, SC, and is the property manager for all CPC properties and provides third-party management services. The joint mission of CPC and CMI is to provide quality affordable housing to residents, provide excellent service to their communities and meet the expectations of all financial partners.

The Fund Development Manager is responsible for (i) generating and managing prospective investors for CAHEC-sponsored funds, (ii) assisting in the management of existing investor relationships and (iii) providing market research on the investment community. The employment classification for this position is exempt.

Some specific functions include:

- Market multi-investor and Private Label fund opportunities to existing and prospective investors.
- Increase fund subscriptions from new investors and diversify sources of investor capital.
- Precipitate equity subscriptions from existing investors.
- Generate meetings with qualified prospects a minimum twice per month.
- Collect, analyze, and report market intelligence on current and prospective investors.
- Attend local, regional, and national meetings pertaining to the affordable housing industry.

### **Education Requirement**

Bachelor's Degree in business administration, finance, economics, real estate; or an equivalent combination of education and comparable work experience.

### **Work Experience**

Minimum five (5) years progressively responsible work experience in low-income housing tax credits, real estate, capital markets or affordable housing, preferably in an origination role.

### **Knowledge, Skills, and Abilities**

Possess a basic understanding of investment banking via capital markets, securities analysis, mergers or acquisitions, commercial lending, real estate investments and evaluation, or investment modeling. Demonstrate excellent interpersonal and communication skills (verbal and written), particularly for obtaining, organizing and accurately conveying information pertaining to fund and portfolio performance, marketing, negotiating, and other tax credit matters to internal and external stakeholders. Proven ability to manage multiple, concurrent priorities and easily adapt to constantly changing priorities to meet established timetables.

### **Work Environment**

This position is based out of CAHEC's corporate office in Raleigh, NC, which is an accessible, ergonomically equipped office environment. We are currently offering a Hybrid work arrangement benefit requiring all employees to be on-site a minimum of three days a week. Additional duties and responsibilities require traveling to various locations to meet with partners or attend industry related events. Professional training and continuing education opportunities may also require the employee to travel to and from conference and meeting locations. Travel, typically by either commercial airline or automobile, is required for at least 30% of this position.

**Compensation and Benefits:** CAHEC is an equal-opportunity employer that offers a competitive compensation and benefits package.

For more information and how to apply: please visit [www.cahec.com](http://www.cahec.com).