



Department	Investor Relations
Job Title	Vice President Fund Management
Reports to	EVP Capital Markets

Job Summary:

The Vice President of Fund Management is responsible for the management of the OCCH proprietary and multi-funds. This individual manages the pipeline and is responsible for assuring that projects that are approved for investment are representative of the guidelines for the investing Fund.

Essential Job Functions:

Function/Responsibility
<ul style="list-style-type: none"> ✓ Owner of the deal / fund model(s), including maintenance and updates based on prioritized requests. ✓ Structure and model economic impact/IRR of potential investments and incremental impact to funds. ✓ Provide pricing for projects while monitoring investor return. ✓ Provide support to Underwriting as fund model is updated throughout process up to closing. ✓ Build and maintain various fund level analytics to build and manage upcoming funds. ✓ Prepare required investor templates for previewing or securing approval of potential investments with proprietary and multi fund investors. ✓ - Collaborate (as needed) with underwriter -on prospective equity investments and preparing all committee packages (Credit, Tech & Investor). ✓ Assist (as needed) with closings of multi-investor and proprietary LIHTC funds. ✓ Support Investor Relations with ad hoc requests from investors and team members. ✓ Support / consult with underwriting to ensure the structuring projects are in line with specific Investment Guidelines of the Fund. ✓ Provide support to Capital Fundraising with development of materials for capital raising meetings. ✓ Understand requirements of all Investors to ensure compliance with those requirements. ✓ Gather and review due diligence for credit adjusters and recommend appropriate action to the EVP Capital Markets ✓ Serve as main point of contact for bi-monthly CohnReznick Housing Credit Monitor Survey and Ernst & Young TCA Fund Watch. ✓ Coordinate and manage the annual Sponsor Assessment performed by CohnReznick.

Education / Certifications:

- ✓ Bachelor's degree in Business, Accounting or Finance, or related field required.
- ✓ MBA preferred.

Work Experience:

- ✓ 10+ years' experience real estate finance, lending, affordable housing and/or LIHTC program and familiarity with industry policies, issues, and programs.

Knowledge, Skills & Abilities:

- ✓ **Functional/Technical skills-**
 - Financial acumen
 - Strong analytical skills
 - Extensive Excel data modeling skills
 - Proficient knowledge of MS Teams, MS Word, and Power Point



- ✓ **Decision Making** - Generate and evaluate alternatives before deciding or acting, considers the risks associated with each option and selects the option that has the best balance of risk and reward, encouraging input from others as appropriate.
- ✓ **Negotiation** – Ability to articulate goals and work collaboratively to achieve win-win solutions.
- ✓ **Problem Solving** - Uses rigorous logic and methods to solve difficult problems with effective solutions; looks beyond the obvious and does not stop at the first answers.
- ✓ **Transparency** - Provides direct, complete, and “actionable” feedback in a way that empowers others to do their best work; builds trusting and productive partnerships.
 - Demonstrates professionalism, diplomacy and composure and is flexible and able to adapt to a variety of situations.
- ✓ **Communication** - Conveys messages clearly and succinctly both verbally and in writing; speaks in a manner that is effective for a variety of audiences and settings, coaches’ others in a constructive way.
- ✓ **Priority Management** – Prioritizes multiple tasks/projects successfully; delivers outputs within timeframes, demonstrates ability to focus on the details without losing sight of the big picture.
 - Demonstrated ability to work productively and accurately in a fast-paced environment with multiple projects and stringent deadlines.
- ✓ Ability to work evening and weekend hours during peak periods.
- ✓ Travel may be required.

Ohio Capital Corporation for Housing is an independent, mission-driven nonprofit corporation based in Columbus, Ohio, that works with private and public developers to create affordable housing opportunities. Since its inception, OCCH has raised over \$4.5 billion in private capital and invested in over 46,500 units of affordable housing in over 800 developments.

Our mission is to ***advance the preservation, production, and management of affordable housing through collaborative partnerships and innovative thought leadership.*** Our mission is at the heart of everything we do. Our core values are our building blocks and foundation. Our values of **CREATING: Collaboration & Communication, Respect, Expertise, Accountability, Trust, Innovation, Inclusion & Growth**, will guide our behaviors ensuring a consistent focus on quality and progress toward our vision. Ideal candidates will be passionate about our mission and exhibit our core values with a commitment to continuous improvement and growth.

OCCH is an equal opportunity employer. Equal employment opportunity is not only good practice - it is the law and applies to all areas of employment, including recruitment, selection, hiring, training, transfer, promotion and demotion, termination, compensation, and benefits. As an equal opportunity employer, OCCH prohibits unlawful discrimination based on race, religion, creed, color, national origin or ancestry, sex, age, marital status, sexual orientation, gender, gender identity, gender expression, genetic expression, disability, veteran or military status, or any other basis that would be in violation of any applicable federal, state or local law.