BOSTON FINANCIAL
INVESTMENT MANAGEMENT

Fund Manager

Boston Financial Investment Management, LP (BFIM) 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 investment syndication and asset management. The company recently ranked #3 in the NMHC 50, the National Multi Housing Council's authoritative ranking of the nation's 50 top apartment owners.

The Fund Manager is a seasoned professional who will 1) manage BFIM's efforts to deliver the investment objectives of each fund to its investors, 2) manage and nurture internal and external client relationships and expectations and 3) develop and implement strategies to manage risk on the fund and corporate levels, while maximizing fund profitability and sustainability.

Position responsibilities include, but are not limited to the following:

Key Responsibilities:

- Develop an Annual Business Plan for each assigned fund, which includes identifying and recommending risk mitigation strategies and profitability opportunities, and managing corporate and investor targets. Direct efforts by BFIM colleagues to enact such plans and work closely with senior management as plans are put into place.
- Manage the fund level reserves to protect the investors' investments and to promote fund sustainability and profitability through its investment period. This process includes making recommendations to senior management with respect to fund and corporate strategies on the use of fund reserves that materially impact fund sustainability and/or corporate revenues.
- Manage fund investment results, which includes reviewing long-term projections of tax credits, tax losses and cash distributions on the fund level, which are incorporated into each fund's IRR analysis. Work with Asset Management to ensure that property level performance maximizes returns to the funds.
- Provide superior customer service to investors including participating in the quarterly, annual and tax reporting cycles, answering questions regarding all aspects of a fund's performance and the investor's specific investment results.
- Plan and execute investor due diligence meetings, portfolio reviews, and other client presentations.

Minimum Requirements:

- Bachelor's degree in Finance, Accounting, Real Estate or related discipline
- Excellent verbal and written communication skills
- Proficient in financial analysis and spreadsheet modeling in MS Excel
- Exceptional organizational skills, highly attentive to detail and able to perform tasks and make decisions in a time sensitive work environment
- Ability to think critically
- Proven leadership and public presentation skills
- Ability to balance multiple projects and communicate effectively with internal and external clients

Desired Experience:

- 6 years real estate fund management experience
- Experience in LIHTC industry
- Ability to interpret, analyze and apply partnership agreement provisions

Please apply directly at http://www.bfim.com/careers.aspx

This position is located at our headquarters in Boston, MA.