

**Position: Analyst | Portfolio Management, Real Estate**

**Locations: Chicago, IL**

Reporting to the Vice Presidents and Senior Vice Presidents | Portfolio Management (“Portfolio Managers”), the individual in this Analyst position will be responsible for providing support to Portfolio Managers on completing asset management functions associated with a portfolio of Low Income Housing Tax Credit (“LIHTC”) properties.

**His/her responsibilities will include assisting the Portfolio Managers with:**

- Various functions related to the management of a portfolio of LIHTC assets, including properties in the following lifecycles: construction, pre-stable, stable and watchlist. Functions include, but are not limited to, the following:
  - Construction monitoring
  - Calculating tax credit adjusters
  - Lease up monitoring
  - Tax credit compliance (in conjunction with Red Stone’s in-house expert)
  - Facilitating permanent loan conversions
  - Review of financial data (including budgets, monthly & quarterly financial results, and annual audits & tax returns)
  - Insurance monitoring;
- The preparation of property reports for internal and investor purposes;
- Completion of real estate site visits;
- Processing capital contributions for assigned properties; and
- Special projects, reporting, and research, as needed across the entire Portfolio Management Department.

**Job Qualifications and Competencies:**

- Bachelor’s Degree in Finance, Real Estate, Accounting or other relevant areas of study is preferred;
- Minimum one year directly related experience;
- LIHTC experience and expertise preferred, but not required;
- Proficiency in Microsoft Office including Excel;
- Strong communication, decision making, analytical, organizational and interpersonal skills;
- Willing to support individual Portfolio Managers, as well as the overall Portfolio Management group;
- Attention to detail, thorough and results driven; and
- Commitment to Company Core Values.

About Us: Red Stone Equity Partners (“Red Stone”) is a nationally recognized private equity real estate investment firm specializing in the syndication of Housing Tax Credits and Renewable Energy Tax Credits to facilitate the development of affordable multifamily rental housing and renewable energy projects, respectively. Red Stone builds upon long-lasting relationships with investors and developers as it acquires, structures and provides long-term asset management services to its clients. Red Stone has offices in Boston, Charlotte, Chicago, Cleveland, Los Angeles, New York and San Diego. Red Stone focuses on the acquisition of multi-family affordable housing apartment communities in proven markets throughout the United States. Since inception, Red Stone has raised more than \$3.5 billion in tax credit equity for the development and/or rehabilitation of more than 26,000 units. In order to optimize investor returns and reduce long-term portfolio risk, Red Stone’s investment strategy is anchored upon (i) understanding the client’s needs, (ii) accurately underwriting the fundamental real estate, and (iii) promoting asset management in order to ensure long-term viability.

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