

Merritt Community Capital Corporation

Title: Investor Relations Associate
Reports to: Director of Investor Relations
Job Location: Office in Oakland, California / Remote work within California acceptable;
Preferred within any of the following metropolitan areas: Los Angeles, Orange County, San Diego, San Francisco Bay area, or Capital Region

About Merritt Community Capital Corporation: Merritt is one of California's leading nonprofit affordable housing funders. We invest in affordable housing and people to build a stronger California. For more than 30 years we have been a trusted partner, investing more than \$1 billion creating over 10,000 affordable homes across California. We are dedicated to working with mission-aligned developers and funders to make the most challenging affordable housing projects possible, where everyone has a home in a community where they can thrive. We do this by offering terms that meet project needs today and foster preservation of affordability for tomorrow.

Position Overview: Merritt is seeking a mission-driven, energetic, and self-motivated affordable housing professional to grow Merritt's LIHTC business (goal to reach over \$500 million in the next 3 years). This hands-on, growth-oriented role will support investor relations raising LIHTC equity investments in Merritt Funds, providing investment services and support to current and new investors, cultivating potential LIHTC investors, implementing investor client services and enhancing the visibility of Merritt in the corporate and banking investor community. Success in the position will present promotion opportunities.

Key Responsibilities include:

- Act as day-to-day administrator of Merritt's Investor Relations team.
- Support ongoing and consistent communication with existing and potential investors to build relationships.
- Work with team to identify and research prospective investors; support team to develop and execute capture strategies.
- Support team with the formation, subscription and closing of equity funds; may including a wide range of due diligence requirements.
- Develop expertise in investor-specific economic requirements.
- Help track Merritt's competitive position in the LIHTC investor market with respect to upper tier business terms, pricing decisions, and investor appetite.
- Manage CRM database.
- Travel to represent Merritt at Federal, State and local conferences and meetings.

Additional Tasks:

- Take initiative and exemplify motivation to work towards Merritt's mission.
- Other duties may be assigned

Desired Experience and Qualifications:

- Excellent interpersonal skills, the ability to communicate effectively with external and internal parties and dedication to customer relations.
- Self-motivated and strong self-starter, pro-actively taking initiative to make consistent progress and achieve results.
- Excellent writing and speaking skills.

- Excellent skills in Excel, PowerPoint, Word and experience with CRM software (Salesforce, HubSpot, etc.).
- Ability to prepare effective presentations.
- Ability to analyze LIHTC benefits schedules, fund pipelines, underwriting parameters and variances, affordable housing proformas and budgets and real estate investment portfolios.
- Ability to manage and prioritize simultaneous and competing activities while meeting deadlines.
- Exhibit excellent organizational skills.
- Some knowledge of the regulations governing the Section 42 Low Income Housing Tax Credit program.
- Experience working for or with non-profit housing organizations, developers, investor institutions, banks, and/or Community Development Financial Institutions preferred.
- Experience working in the affordable housing industry in California preferred but not necessary.
- A Bachelor's degree in business administration, real estate, planning, or a similar field is preferred; at least three years progressively responsible experience in investor relations, banking, investment banking or related field.
- Equivalent combination of education/advanced education and/or experience will be considered.

Compensation: Merritt offers a competitive compensation package, including a bonus plan and benefits. This is an exempt, full-time position. Annual salary range for this position is \$90,000 to \$120,000. Resumes will be reviewed and considered on an ongoing basis. To be considered for this position, please submit a letter of interest and resume to jquinn@merrittcap.org with the subject "Investor Relations Associate".

Merritt offers a collaborative culture with a passionate team focused on our mission. We provide excellent benefits, including medical, dental, vision, and life insurance; 10 sick days; 15 vacation days in 1st year, 20 days thereafter, plus 15 paid holidays; 401(k) with employer contribution; and performance bonuses.

Merritt provides equal employment opportunities to all employees. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, creed, age, sex, gender, sexual orientation, gender identity, gender expression, marital status, genetic information, disability status, protected military or veteran status or any other characteristic protected by law. Merritt is committed to creating a diverse, equitable, and inclusive workplace.