



FELLOWSHIP DESCRIPTION

Job Title: Tony Goldman Fellow

POSITION SUMMARY:	
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The National Trust for Historic Preservation, in partnership with its subsidiary, the National Trust Community Investment Corporation (NTCIC) and the Open Access Initiative, announces the Tony Goldman Fellowship for Diversity in Preservation & Community Development. Tony Goldman, recipient of the distinguished Crowninshield Award, was a foundational board member of the National Trust Community Investment Corporation and is known for having created a legacy of diversity and inclusion. The Tony Goldman Diversity Fellowship was created to honor his work in cultivating diversity in the fields of historic preservation, real estate finance, and community development. Goldman Properties principal and chairman Janet Goldman will participate in the final selection of the Tony Goldman Fellow.

We are seeking a fellow from an underrepresented community to increase the diversity—racial, ethnic, cultural, generational, and socio-economic—of professionals in real estate and community development finance, contributing a wide range of perspectives and enriching the professional climate.

In this position, the Tony Goldman Fellow will have the opportunity to assist with community outcome data collection, analysis, and maintenance in support of NTCIC’s NMTC program, including preparation of its NMTC Allocation Application. This position will also assist in reviewing Environmental, Social, Governance (ESG) impacts for Historic Tax Credit (HTC) investments. NTCIC tax credit transactions in closing and under portfolio management, include debt and equity investments in residential, commercial, and mixed-use historic rehabilitation projects involving Historic Tax Credits (HTC) and New Markets Tax Credits (NMTC).

National Trust fellowships are short-term, voluntary experiential learning opportunities with no expectation of employment at the conclusion of the fellowship.

DUTIES MAY INCLUDE:

- Work closely with the NMTC team to gain understanding of department goals and objectives and build solid relationships.
- Assist with project related data tracking utilizing Salesforce, including sending out NMTC intake forms, generating reports and ensuring that project impacts are collected and tracked accurately.
- Assist with the NMTC application process, including:
 - Review and follow-up of project intake forms to ensure impacts are consistent with NTCIC’s NMTC business strategy.
 - Analyze projected community impacts based on third-party metrics.
 - Follow-up on project community impact reporting, and tenant impact reporting, as necessary.

- Assist Asset Management with the collection of QALICB compliance certifications, affordable housing compliance certification, and rent rolls in support of annual compliance verification.
- Assist in the drafting of “But for” analysis, fee disclosures, and Community Benefit Agreement(s) for NMTC projects.
- Perform duties on multiple projects at any given time with a strong commitment towards meeting deadlines.
- Provide solutions-oriented focus with the ability to take initiative and think independently.
- Assist with write up of marketing materials on NTCIC transactions with a focus on community impact and advocacy.

QUALIFICATIONS:

- Bachelor’s or Master’s degree with emphasis in real estate or finance (or equivalent work experience).
- At least 3 years of real estate investment analysis/underwriting experience.
- Strong financial analysis and spreadsheet (Excel) skills required. Examples to be provided upon request.
- Data analytics and/or marketing experience a plus.
- Strategic and problem-solving mindset
- Outstanding organizational and time management skills
- Great communication and presentation skills

The National Trust Community Investment Corp. is an equal opportunity organization and does not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, veteran status, or disability. The National Trust Community Investment Corp. actively seeks opportunities to include members of these groups in its programs and activities.