Downloaded from <https://www.velvetjobs.com/job-descriptions/investment-vp>

# Example of Investment VP Job Description

Our company is growing rapidly and is looking for an investment VP. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for investment VP

* Complete the financial modeling of low-income housing tax credit investment partnerships, taking into account financial structure and pricing, sources and uses of construction, detailed underwriting analysis of the real estate market, rents and expenses, tax concepts, and stress scenarios
* Prepare the initial Letter of Intent and revisions required by investment committee
* Review and negotiate the partnership agreement and other legal documents
* Review due diligence, and ensure other members of the deal team are addressing their assigned responsibilities
* Bring resolution to tax issues, and coordinate with outside counsel
* Prepare the detailed investment summary narratives and present tax credit investments to Red Stone’s investment committee with the ability to outline transaction merits, key risks and mitigants, the transaction structure, the real estate market, and pricing
* Assist the Investor Relations department with obtaining answers to investors’ or third party due diligence providers’ questions, run additional scenarios, and provide general assistance throughout the sales process
* Conduct real estate site visits with Developer or Investor partners

## Qualifications for investment VP

* Solid knowledge of general IT controls, application, operating system, database and network security
* Ability to exert influence and build relationships with all levels of business partners (both technology and business environments)
* Tertiary education from a reputable university
* At least 6-8 years related experience in a similar role in private banking
* CFA, or at a minimum, have passed parts 1 and 2
* BA/BS in Finance, Economics, Accounting or related field with a minimum of 4 years relevant work experience in investments