



Deeply affordable. Thriving neighborhoods. Nearby services.

Title: Compliance Manager

Reports to: Director of Property Management

FSLA: Exempt

The mission of Jubilee Housing is building diverse, compassionate communities that create opportunities for everyone to thrive. Since 1973, Jubilee has worked to provide high quality affordable housing and holistic support to those experiencing persistent economic hardship in the Adams Morgan and Columbia Heights neighborhoods of Washington D.C. Jubilee operates thirteen properties totaling 465 units of affordable housing, with another four properties and 120 units under development, and offers robust programming for residents and community members pursuing life goals.

Jubilee Housing is an innovator in financing and social services for affordable housing communities in the heart of the Nation's Capital. Jubilee's model of Justice Housing is affordable to those with the fewest financial assets, located in neighborhoods where resources such as good schools, grocery stores, and public transportation are readily accessible, and near services that support residents as they pursue educational and career attainment.

POSITION DESCRIPTION:

Under the direction of the Director of Property Management, the Compliance Manager will lead a team including a housing Compliance Consultant team and a Compliance Coordinator and be superuser (OneSite Products) and ensures that all communities maintain compliance with HUD, LIHTC and local agency polices and procedures in accordance with governing laws, regulations, regulatory agencies, accreditation bodies and community standards. The ideal candidate will also build upon the already in place positive relationships with investors, lenders and District agencies. Effective cross-departmental communication and the ability to produce results is essential for this role.

SPECIFIC DUTIES:

- Provide daily supervision, training, and technical support to the Compliance Coordinator, and compliance consultant to ensure compliance with Internal Revenue Service and HUD rules, regulations, and internal policies/procedures.
- Research regulations and draft policies and procedures for their staff to ensure program compliance and productive, efficient workflow.
- Analyze contract renewal requests to ensure that terms provide for the long-term sustainability of the Development.
- Ensure that all non-compliance notices are completed accurately and timely. Incumbent will also work with staff and Agencies to resolve complex compliance-related findings.
- Perform welcome meetings with Sponsors/Agents and follow through with the lease-up process, ensuring all pertinent information is received before conducting the initial LIHTC certification review.
- Assist in the mediation/resolution of complex owner/agency problems promptly and professionally to minimize risk to Jubilee Housing.

- Plans and conducts quarterly review of projects whose funding sources consists of Tax Credit, HUD project-based Section 8, Tax Exempt Bonds, HPTF, HOME and other private and public sources.
- Verifies compliance with rules and regulations of various funding sources and Fair Housing standards.
- Maintains records on compliance status of each individual property.
- Recommends appropriate corrective action to resolve noncompliance; works with consultant to correct noncompliance through corrective action.
- Identifies trends in noncompliance and recommends corrective action through changes in policies, procedures and training.
- Manages the Reasonable Accommodation process to ensure requests are processed timely.
- Assists the company with implementation of policies, procedures, processes and preparation of training material.
- Provides support and guidance to the Community Managers and Director of Property Management
- Monitors continuing program compliance for properties.
- Monitors various local, federal, and industry websites for any changes to program compliance.
- Ensures sensitive data is secure and managed appropriately within the compliance department and throughout the organization.
- Demonstrates high standards of leadership, conduct and ethics as well as appropriate judgment, independence, confidentiality, discretion, and ability to influence without authority.
- Plans, oversee, schedule and coordinate property management audit responses and external reporting requirements.
- Performs other related duties as required and assigned.

DESIRED QUALIFICATIONS:

Required Knowledge, Skills and Abilities

- Ability to perform general office work.
- Ability to work and make decisions independently.
- Ability to communicate positively and effectively with applicants and residents, with fellow employees, outside agencies and governmental bodies.
- Ability to maintain diverse activities in an orderly well-coordinated manner.
- Ability to make schedules for interviews.
- Detailed knowledge of computer operations, software and input.

Education and Experience:

- Graduation from an accredited high school. Minimum completion of either: a. At least two (2) years of college or graduation from a business or vocational school, or
- Equivalent amount of specialized, related training in property management, tax credit compliance, assisted housing programs, or similar.
- A minimum of five (5) years' experience in property management, housing assistance program, or a related real estate business similar to the position requirements.
- Extensive experience in low-income housing tax credit compliance is a position requirement.
- Experience in affordable housing programs is desired.
- An equivalent combination of education and experience will be considered.

BENEFITS:

Benefits include health, vision, and dental insurance, STD, LTD, and Life insurances, paid vacation, sick leave, holidays, transportation stipend and a 403b matched contribution retirement plan.

BACKGROUND CHECK AND DRUG SCREENINGS:

Finalist(s) for this position will be subject to a drug screening and will be required to consent to a pre-employment background check as a condition of employment.

Drug test results do not automatically preclude you from being considered for employment. We recognize that each candidate's circumstances may differ, and we evaluate all aspects of your application and qualifications before making a final decision.

REFERENCES:

Please be prepared to provide 3 professional references if you are selected for this role.

HYBRID WORK MODEL:

Three-day, onsite hybrid work schedule required; agreed upon schedule with manager.

TO APPLY:

Visit <https://ats.rippling.com/jubilee-housing/jobs>.

Jubilee Housing is an Equal Opportunity Employer