



# JOIN OUR TEAM

NAVIGATE IS RECRUITING

## RELATIONSHIP MANAGER

Navigate Affordable Housing Partners (Navigate) is a nonprofit working in the affordable housing industry. This position is responsible for completing onsite compliance reviews of multifamily housing property operations throughout the state of Connecticut and will require regular travel (day trips and overnight) throughout the state.

### Major Tasks and Responsibilities include, but are not limited to:

1. Conduct Management and Occupancy Reviews (MORs) to document procedures, policies, and practices at multifamily properties throughout the state that are under a Housing Assistance Payments contract with HUD. Tasks for the position include, but are not limited to, research and review preparation, performing the onsite review, drafting, and transmitting reports,
2. Maintain detailed records and accurately document work in the appropriate internal and external systems within timeframes as dictated by department, program, and HUD guidelines,
3. Serve as a local point of contact for owners, management agents, residents and HUD which includes aiding with compliance matters and helping interpret program or project guidelines and procedures; position may also be called upon to represent the Corporation at various local, regional, or state trade association meetings,

### Required Knowledge, Skills and Abilities include, but are not limited to:

- Thorough knowledge of the principles and practices of research, data analysis and interpretation, along with reporting results in a clear and concise manner,
- Ability to interact and communicate with customers (in person and over the telephone) that are emotionally distressed with no adverse physical or verbal reaction,
- Ability to work in and around an area where assistive animals and pets are present (dogs, cats, reptiles, primates, etc.) or an infestation, with no adverse physical or verbal reactions,
- Ability to read, interpret, and apply federal, state, and local rules and regulations, program/project policies, procedures, and directives.

### Minimum Requirements

- Bachelor's degree with major coursework in business, accounting, finance, statistics, or a closely related field of study from an accredited college or university.
- 3-5 years of experience analyzing data, and/or preparing reports, particularly for federal, state, or local government programs helpful, or the equivalent in education and experience,
- **Must** pass a post offer criminal background check, motor vehicle records check, a physical including drug screening, possess a valid driver's license and have the ability to be insured under all corporate insurance policies.

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Qualified applicants should submit a resume, including a cover letter by email to [careers@navigatehousing.com](mailto:careers@navigatehousing.com).

Navigate Housing Partners is an Equal Opportunity Employer that offers an excellent benefits package. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.

