



DIRECTOR OF AFFORDABLE HOUSING COMPLIANCE

JOB ID - 8151

JOB LOCATION - US-MA-Boston

LOCATION NAME – 177 Milk Street

The Director of Affordable Housing Compliance, under the guidance and supervision of Vice President, Associate General Counsel for Related Beal and the General Counsel for Related Management Company, L.P., is responsible for ensuring compliance in affordable and workforce/income-restricted housing programs housing programs across Related Management Company's Boston portfolio.

Responsibilities:

- Review all initial move-in files as well as ongoing recertification files to ensure compliance with federal, state and city regulatory program requirements as well as Fair Housing regulations
- Oversee the lease-up of the affordable/income restricted components of new developments, including oversight of third-party contractors, and oversee the leasing processes for all for all existing affordable units within the portfolio upon vacancy
- Monitor and manage affordable housing waitlists to minimize vacancies
- Evaluate and respond to any appeals made by rejected applicants for housing in a timely fashion
- Supervise and provide training for on-site compliance staff, which currently consists of two full-time professionals, including but not limited to initial certification and leasing efforts, recertification efforts, agency and investor reporting requirements, tenant and applicant communications, waitlist management, remarketing, and other related tasks on an as-needed basis.
- Review and prepare monthly, quarterly and annual reports and owner certifications to various state and local agencies, as well as financing partners and other institutions, as needed
- Coordinate with leasing and site operations staff, including the site general manager and associate general manager, to fill affordable and workforce/income-restricted housing vacancies.
- Coordinate with fair housing counsel to ensure site teams are trained in fair housing and reasonable accommodations and assist teams in evaluating reasonable accommodation and modification requests
- Prepare site teams for scheduled file audits, examine tenant files in preparation for audits, and review responses corresponding to agency audits
- Appropriately field and direct inquiries received by the management company or the owners regarding the portfolio's affordable housing programs
- Prepare and submit Affirmative Fair Housing Marketing Plans and Tenant Selection Plans to City and State Agencies
- Monitor ongoing legal and fair housing cases

- Update city and state mandated ads for affordable and workforce/income-restricted housing vacancies as required
- Oversee the implementation of updated income limits and utility allowances on an annual basis
- Stay current with federal, state and local updates about to various program requirements
- Assist ownership in preparation of affordable housing development proposals
- Partner with public agencies, consultants and industry experts to strengthen the goals of the company's affordable housing program

Benefits:

- Comprehensive Medical, Dental, Vision, Life, Disability & Flexible Spending Accounts
- Paid Time Off & holidays
- 401(K)
- Tuition reimbursement
- Robust modern fertility program
- Incentive bonus program
- Commuter benefits
- Employee Assistance Program & more!

Qualifications:

- Knowledge of U.S. Department of Housing and Urban Development (HUD), HUD Home, and Low Income Housing Tax Credit (LIHTC) programs is required
- TaCCs, COS, or other widely-recognized affordable housing compliance certification required
 - Familiarity with BFH, DHCD and other Massachusetts and Boston agencies
- Experience with affordable housing recertification processes, project lease-up experience preferred, but not required
- Excellent knowledge of Microsoft Office Suite
- Bachelor's degree required, candidates with a JD are also encouraged to apply
- Familiarity with BFH, DHCD and other Massachusetts and Boston agencies preferred
- Detail oriented, organized and strong analytical skills.
- Creativity and initiative to work both independently as well as within a team while able to perform in a busy, changing, multi-tasking work environment.

Related Management Company (RMC) is the owner and operator of a premier portfolio of assets valued at over \$60 billion. Our operating portfolio consists of a diversified mix of properties including luxury rental buildings, retail and commercial space, luxury condominium residences, affordable, and workforce housing located throughout the United States.

As the owner and developer for the majority of the RMC portfolio, we have ensured that our buildings are the best assets in their respective submarkets. We provide a diligently maintained property management platform with dedicated professionals who consistently exceeds our residents' and commercial tenants' expectations. Our dedication to providing the highest and most personalized level of service is one of the hallmarks of the company and a key differentiator in the market. For more please visit www.Related.com .

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