

We're
Planting
POSSIBILITIES



Director of Compliance New Business & Lease-Up of Affordable Developments

(Corporate Office, Braintree, MA)

About Our Award-Winning Company:

Peabody Properties, Inc. (PPI) is a full-service real estate company with a tradition of success. Committed to maintaining communities and relationships for four decades, we are your trusted partner specializing in residential and condominium management, marketing and leasing, construction management, capital improvement, relocation, assisted and supportive living services and real estate brokerage. ***Peabody Properties is an Equal Opportunity Employer.***

Our Vision and Mission:

Our Vision is our motto, *"We put the HOME in housing"*. Our mission is to deliver exemplary service through F – I – S – H. **(F) Fiscal** responsibility to our clients; **(I) Integrity** in all aspects of our business practices; **(S) Stability** of 40 years of meeting our clients' business needs; **(H) Humility** in our business relationships with clients and residents and a commitment to always listen.

Our Core Values:

- Respect is key in all aspects of employee, resident, owner and client relationships and communication.
- Each resident deserves professional and responsive service.
- The workplace is place for employees to learn, grow, excel, enjoy and collaborate to meet the mission of Peabody Properties.
- Each client can expect exceptional service and proactive employee response.
- The company has a social commitment to strengthen its connection to the communities in which we serve.
- We embrace diversity, creative thinking and new ideas while striving to create a spirit of teamwork and cooperation in all that we do.

About The Job:

The primary purpose of this position is to act as the liaison for Peabody Properties, Inc., Owner representatives and regulatory agencies to ensure that accurate coordination of all facets of lease-up and occupancy for new and or takeover of affordable housing developments such as LIHTC, HOME, AHT, Section 8, etc.

Ensure full compliance with all federal, state and local agency regulations, company policies, procedures and Fair Housing statutes. Supervise and monitor staff performance in the completion of all related activities. Special projects as assigned. Work in a team environment with a diverse group of individuals by providing effective communication and timely coordination with all internal teams, client investors and management staff to ensure all properties maintain full compliance with all program requirements.

Major duties include but are not limited to: Review of Owner submitted Financial Application, regulatory documents and preparation of, but not limited to Tenant Selection Plans, Affirmative Fair Marketing Plans and Affordability matrix. Coordination of all Lottery and Application procedures and/or each lease-up including staffing assignments and file review for approval of new move-ins, as well as coordination of all reporting requirements.

Education and Experience:

Must have a minimum of five (5) years' experience in the Affordable Housing Industry that specifically includes Low Income Housing Tax Credit knowledge and industry designation such as SHCM, HCCP or Spectrum. Some Lease up and experience with Affordable Housing software products such as Real Page – One Site desirable.

Bilingual a plus;

Some travel maybe required as needed.

Compensation and Benefits:

Peabody Properties, Inc. offers competitive pay along with a rich benefits package that includes, but is not limited to, medical, dental, 401(k), Roth IRA, STD, life insurance, Employee Assistant Programs (EAP), paid time off, paid holidays, paid training, tuition reimbursement, wellness programs, employee referral bonuses, and flex spending.

EEO Statement:

Peabody Properties, Inc. is an Equal Opportunity Employer and is committed to workforce diversity. We evaluate qualified applicants without regard to race, color, religion, sex, national origin, disability, veteran status, gender identity, sexual orientation and other legally protected characteristics. If you require a reasonable accommodation because of a disability for any part of the employment process, please e-mail our Company Recruiter and let us know the nature of your request and your contact information. Smoke-free workplace. Drug-free work environment.

How To Apply:

Please submit your resume, along with a cover letter stating salary expectations, via e-mail to Michelle Frederick (Company Recruiter) at mfrederick@peabodyproperties.com, or via FAX at (617) 663-6383. Submissions may also be sent by mail to: Peabody Properties, Inc., Attn: Michelle Frederick, 536 Granite Street, Braintree, MA 02184.

Company Website: <http://www.peabodyproperties.com/>

Social Media:

YouTube: <https://www.youtube.com/user/peabodyprop/>

Facebook: <https://www.facebook.com/PeabodyProperties/>

Twitter: <https://twitter.com/peabodyprop>

LinkedIn: <https://www.linkedin.com/company/peabody-properties-inc->