



DIRECTOR OF COMPLIANCE

ABOUT THE COMPANY

Peabody Properties, Inc. is recognized as a leader in the Real Estate industry, offering attractive compensation, benefits and challenging career opportunities. Our success can be directly attributed to the professional, dedicated and experienced staff that comprises our management team. For more information about PPI, visit our website at www.peabodyproperties.com

JOB DESCRIPTION

Peabody Properties, Inc. seeks a **Director of Compliance**. This person is primarily responsible for ensuring that Peabody Properties, Inc. meets all Federal, State, Contractual, Investor and Lender requirements. The Director is also responsible for the compliance and oversight of PPI's entire portfolio of multi-family assets and keeping current of all changes related to affordable housing regulations, including but not limited to Low Income Housing Tax Credits (Section 42), Chapter 40b, Section 8, Section 236, and HOME.

Additional duties include but are not limited to providing direct support to Field Compliance Manager and Property Management Staff for compliance issues relating to lease up of new properties and on-going oversight for the existing portfolio.

QUALIFICATIONS

- * 10+ years property management experience with regulatory and compliance oversight
- * Tax Credit Certification from recognized industry group.
- * Occupancy Designation from recognized industry group
- * Thorough and current knowledge of Fair Housing Laws
- * Strong organizational, analytical and problem solving skills
- * Excellent verbal and written skills

BENEFITS

We view our staff as our most valuable asset. Therefore, we offer our employees a competitive salary and benefits package.

*Peabody Properties, Inc. is an Equal Opportunity Employer. Peabody Properties, Inc. is committed to workforce diversity. Qualified applicants will receive consideration

without regard to age, race, color, religion, sex, sexual orientation, disability, or national origin. Applicants encouraged to confidential self-identity when applying. Smoke-free workplace. Drug-free work environment.

TO APPLY

Submit your resume via EMAIL to: mfrederick@peabodyproperties.com, FAX: 781.794.1001, OR by MAIL to Corporate Recruiter, Peabody Properties Inc., 536 Granite Street, Braintree, MA 02184

