

# JOIN OUR TEAM

## Navigate Affordable Housing Partners is now accepting applications for a **Relationship Manager**

Navigate Affordable Housing Partners (Navigate) is a major player in the affordable housing industry with offices in Alabama, Mississippi, Virginia, and Connecticut. A Relationship Manager (RM) is responsible for administrative and managerial work necessary to completing the assigned Performance Based Tasks as outlined in the Annual Contributions Contract (ACC) with the United States Department of Housing and Urban Development (HUD). Work is performed under the supervision of the Contract Administration Coordinator (CAC) with considerable latitude for the exercise of independent judgment. This position is for the state of Connecticut and is primarily performed through telecommuting.

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

1. Conduct Management and Occupancy Reviews (MORs) for the assigned properties, pursuant to the ACC, HUD guidance and corporate training materials
2. Draft and transmit all MOR reports to the owner via email within thirty (30) days of completing the on-site portion of the MOR
3. Process MOR response and follow-up within thirty (30) days of receipt and submit 'No' response letter within ten (10) days or partial response within twenty (20) days.
4. Accurately document all work using the appropriate internal and external (HUD) information technology systems, including but not limited to: iREMS, Docuware, etc., within five (5) days of completed tasks.

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

1. Knowledge of the general operations and procedures of affordable housing programs.
2. Ability to conduct detailed research, analyze and interpret data, and report results in a timely, clear, and concise manner.
3. Ability to maintain detailed and complex administrative records and appropriately populate the electronic and paper filing system.
5. Ability to communicate effectively in writing (letters, emails, etc.) and orally with internal and external customers.
6. Ability to make basic mathematical computations with speed and accuracy.
7. Obtain and maintain certification as a Certified Professional of Occupancy or Certified Occupancy Specialist certification within the first year of employment.

### **Physical Requirements include but are not limited to:**

1. Must be able to perform physical activities which will include:
  - Walking in and out of buildings/units and up and down stairs while carrying a clipboard, notepad or objects of similar size and weight
  - Driving short and long distances and getting in/out of a vehicle several time a day
  - Prolonged sitting in an office environment during the on-site MOR or visits to the corporate offices
  - Moving, handling, or lifting moderately heavy objects with the ability to push/pull loads, reach/place/store, and stoop/kneel, and crawl
2. Must have visual/hearing ability sufficient to comprehend written/verbal communications in the English language, including the ability to communicate in person, over the telephone and in writing and be understood
3. Must be able to work in adverse conditions (loud noise, strong odors, heat/cold, dust/dirt, and wind/rain/snow).

### **Minimum Education, Training and/or Experience**

Associates Degree required; Bachelor's Degree preferred with major coursework in public or business administration, education, social services, or closely related field with strong knowledge of Microsoft Office Suite required; three (3) years' experience analyzing data, and/or preparing reports, or any equivalent combination of education, skills, and experience.

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. The successful candidate must pass a post-offer criminal background check, motor vehicle records check, a physical including drug screening, possess a valid driver's license, and can be insured under all corporate insurance policies.

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