



One Beacon Street, Boston, MA 02108

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Monitoring and Compliance Specialist

Since its inception in 1966, MassHousing has supported affordable home ownership and rental housing opportunities throughout Massachusetts. The Agency has provided more than \$25 billion for affordable housing in that time. Currently, MassHousing is seeking an experienced professional for the position of Monitoring and Compliance Specialist to continue the Agency's storied history of affordable housing funding.

Monitoring and Compliance Specialist, reporting to the Manager of Planning & Programs, works with the Manager to interpret and coordinate the policies and actions relative to MassHousing's role as project administrator in "Comprehensive Permit Programs for which Financing Is Provided by a Non-Governmental Entity." Incumbent will be responsible for implementing Department of Housing and Community Development (DHCD) policies regarding compliance with Chapter 40B and related regulations and guidelines. The Monitoring and Compliance Specialist will play a key role in ensuring compliance with all subsidy and regulatory requirements. Other department-specific duties may be required.

Specific Duties and Responsibilities

- Ensure compliance of 40B Developments with applicable laws, regulations and/or MassHousing policies, standards and guidelines.
- Coordinate and/or act as a liaison between MassHousing and other agencies, third-party monitoring agents, lottery agents, and developers.
- Track and evaluate the Chapter 40B monitoring process and practices for quality and effectiveness; make recommendations for improvements and initiate and conduct ad hoc reviews for compliance.
- Monitor key milestones, documents, policies and actions relative to the Final Approval processes including comprehensive permits, loan commitments, regulatory documents and final approval letters. Assist the Manager of Planning and Programs in the administration of the Final Approval application pipeline by providing routine updates.
- Work with the legal department to provide expertise regarding legal requirements related to the Site and Final Approval processes.
- Track and evaluate important case law regarding Chapter 40B and keep the Manager of Planning and Programs (take out Comprehensive Permit Programs) and staff informed

of recent decisions. Work with the Legal Department to ensure compliance with applicable laws, regulations and/or MassHousing policies, standards and guidelines.

- Develop and implement new forms, documents, and procedures as needed in furtherance of programmatic requirements.
- Take an active role in interpreting, implementing and coordinating policies, documents and procedures in furtherance of the 40B Regulations, Guidelines and program requirements. Identify and respond to compliance issues under the Guidelines.

Knowledge, Skills and Abilities

- Knowledge of real estate and governmental programs.
- Strong organizational skills and the ability to work independently on multiple tasks simultaneously with little or no direct supervision.
- Excellent verbal and written communication and presentation skills.

Minimum Education and Training

- Undergraduate degree or equivalent.
- Graduate degree in Law, Planning or Public Administration preferred but not required.
- Three to five years of experience in housing or real estate development, permitting and land use regulation, particularly affordable housing and Chapter 40B.

Salary Range: \$81,579.00 to \$106,053.00

All positions at MassHousing require a customer service mindset, in accordance with our values: Integrity, Excellence, Collaboration, Respect, Accountability and Service.

Inherent in these values is our commitment to diversity, equity and inclusion for all.

MassHousing offers competitive compensation as well as an attractive benefits package. Serious candidates should send a letter of interest and a resume to MassHousing by logging in to <https://prd01-hcm01.prd.mykronos.com/ta/6003873.careers?CareersSearch>

MassHousing is an Equal Opportunity Employer.