

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. This position is based in Hartford, CT and is responsible for administrative and managerial work necessary to complete the assigned Performance Based Tasks as outlined in the Annual Contributions Contract (ACC) with the United States Department of Housing and Urban Development (HUD) for the State of Connecticut as well as limited work in New England.

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. Complete all job-related tasks within the timeframes outlined in the ACC, HUD guidance, and Corporate training materials;
4. Travel regularly (day trips and overnight) to conduct MORs at the assigned properties, attend trainings and conferences or assist owners, management agents, or the HUD Field Office as needed;
5. Serve as a local point of contact for owners, management agents, residents and HUD, and represent the Corporation at various local, regional or state meetings.

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 apply policies, procedures and regulations in a fair and consistent manner;
4. 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

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 three to five years' experience in real estate, property management, affordable housing (preferably Section 8), or any equivalent combination of education, training, 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.