

Senior Compliance Project Manager

Maloney Properties – Voted “Best Place to Work” by its employees for 5 years!

Our team is hard-working and motivated toward providing the best possible housing experience for our residents. Our reputation for customer service and quality workmanship is exemplary in the industry.

About Us

Established in 1981, Maloney Properties, Inc. (MPI) is a successful women-owned business. Our services include property management, real estate development, hospitality management, sales/marketing, and construction management services. We manage more than 130 housing communities with more than 13,000 units throughout the New England area.

We attribute our success to the effective working partnerships we have created with both clients and staff. MPI has developed a unique culture and work environment that is a significant factor in our success and enables us to attract and retain the best talent and finest professionals in the industry. As a result, MPI has a high employee retention rate with an average employee tenure of more than 10 years.

We are a company with a human focus and feel passionately and genuinely that our employees are our greatest asset. We are dedicated to teamwork, staff development and training. We have created a community within our company; we set clear goals and work together to achieve them. Maloney Properties is an Equal Opportunity Employer.

Your Responsibilities

The Senior Compliance Project Manager is responsible for the management and enactment of multiple simultaneous projects as they are assigned, from inception to completion, at any of MPI's properties as needed. Projects may vary across a broad spectrum of property management functions and may include, but are not limited to, compliance issues (LIHTC and other affordability programs); Monitoring agency reporting (including oversight of database and Owner Certification submission); financial and income based functions (budgeting, custom reports, rent increases of all kinds, collections, etc.); unit mapping, leasing benchmark performance and property rent up functions (creation of Affirmative Fair Housing Marketing Plans, Tenant Selection Plans, oversight and coordination of initial certifications, etc.); developing property specific policy and procedures manuals; temporarily filling assistant and/or manager roles when vacancies occur; and any other needs or duties as may be identified and/or occur.

It is the Senior Compliance Project Manager's sole responsibility to ensure the delivery of expected results within an agreed upon timeframe. The Sr. Compliance Project Manager reports directly to the Director of Compliance or the Assistant Director of Compliance, depending on the applicable project, and is also responsible to the Regional Manager of the portfolio/property assigned, if applicable.

Your Qualifications

As this position requires continual contact with professional peers, staff, residents, clients, contractors, government agencies and the outside community at large, the Senior Compliance Project Manager must demonstrate exemplary written and oral communication skills. Knowledge of Federal, State and Municipal affordable housing programs and regulations are required. Knowledge of Yardi is preferred. Must have a valid Driver's License and access to a vehicle as travel is required, including states within and outside the New England region.

Compensation & Benefits:

MPI offers a family friendly workplace and healthy work-life balance. In addition to a competitive salary and benefits package we also offer the following:

- Training programs and opportunities that lead to employee advancement and promotions.
- A flexible work schedule and the ability in many cases to work remotely.
- A generous Employee Referral Program with a bonus of up to \$1,000 per hire.
- Volunteer and fundraising opportunities for annual causes such as the AIDS Walk and Stand Against Racism, just to name a few.

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