



Director of Compliance & Leasing Job Description

Company Overview

MHR Management, Inc. is a property management firm, founded in 1992, with expertise in managing affordable housing in the New York metropolitan area. MHR takes a people-first approach in ensuring that affordable housing residents can thrive in properties that are well-maintained and financially sound. We currently manage over 1,400 affordable apartments in the Bronx, Brooklyn, Queens, and Westchester.

Maintaining safe, clean, and high-performing properties is our first priority. We also believe that, as community members, we should create the opportunity for our residents to thrive. We have partnered with a wide variety of organizations to connect residents to community resources when needed, and we collaborate with residents, not-for-profit organizations and technical experts to implement programs that allow us all to reweave the fabric of community.

Position Description

MHR Management is seeking a Director of Leasing and Compliance (L&C) join our diverse and growing team of property management professionals. The Director oversees the Leasing and Compliance department, which includes supervising all legal and leasing and compliance staff, as well as managing all functions related to leasing and affordable housing program compliance in our NYC portfolio.

The position is based in our Bronx satellite office, and travel to MHR's main and other satellite offices will be required. The position requires deep knowledge of LIHTC, HOME, and local affordable housing programs; familiarity with the DHCR Rent Stabilization regulatory framework; experience with HPD and NYCHA Section 8 administration; familiarity with audit processes of relevant City and State housing agencies and tax credit syndicators; and knowledge of Housing Court processes. Experience with lottery-based leasing practices is a plus. At least five years of experience in NYC affordable housing program compliance, plus recent certification in LIHTC compliance (e.g. TaCCs, etc.), is required.

Essential Functions

- Manage a team of leasing and compliance specialists across three boroughs to ensure that performance and expertise are sufficient to meet all compliance and reporting requirements for all NYC properties.
- Oversee general legal case management and strategy for the portfolio. Manage a Legal Coordinator and liaise with landlord-tenant attorneys.
- Oversee operations and resident/customer service at Bronx management office
- Ultimately own the accuracy, completion, and timely submission of final compliance packages (e.g. annual owner certifications, vacancy reports, DHCR registrations, PBV Section 8 submissions, etc.) to external agencies. Project manage the L&C team to meet all compliance deadlines, respond to external audits, and file timely corrections to ensure strict program compliance.
- Stay abreast of policy and rule changes affecting affordable housing programs and Rent Stabilization. Incorporate new information into existing work via training, operational changes, etc. to ensure continued compliance.



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- Perform periodic internal file audits to assess area of improvement and devise solutions to address them
 - Perform timely annual income certifications in strict compliance with LIHTC program rules. Prepare lease renewals in a timely manner and in strict compliance with Rent Stabilization and other applicable laws and prepare annual DHCR rent registrations filings.
 - Perform special departmental projects as needed
 - Willingness to work overtime and flexible hours as needed in advance of compliance and audit deadlines throughout the year

Other Duties

- Develop effective interpersonal relationships within the organization and with third-party oversight agencies and partners
- Become thoroughly familiar with different agencies' and syndicators' standards, policies, and procedures
- Participates in continuing education opportunities for professional growth and development

Qualifications

- At least a high school diploma or equivalent and at least five (5) years of direct professional experience with LIHTC and Rent Stabilization compliance in New York state. **Applicants without LIHTC experience will not be considered.**
- Certification in LIHTC compliance from a nationally-recognized organization is required.
- Fluency (written and oral) in both English and Spanish is a plus
- Demonstrated leadership ability and willingness to lend expertise to other compliance team members.
- Proficiency in Excel and experience with Yardi and/or other property management software.
- Strong organizational skills and pride in attending to details.
- Initiative and excellent time management skills in handling multiple projects to meet deadlines.
- Respect for the dignity of, and cultural diversity among, all residents, families, visitors, vendors and fellow employees to ensure a professional, responsible, and courteous environment.
- Able to maintain a professional demeanor when engaging with residents, staff, and others.
- Experience working and communicating professionally with regulators to resolve compliance issues.
- Ability to exercise discretion and maintain confidentiality when dealing with sensitive information.

Compensation: Salary commensurate with experience. MHR's current benefits package includes health, dental and vision insurance paid by the employer, 401(k) plan, and generous paid time off.

Physical Demands and Work Environment:



The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee is frequently required to: sit, bend, traverse, reach with hands and arms, walk, climb stairs, talk, hear, see, and use a computer for extended periods; routinely use standard office equipment; occasionally push and pull items weighing 15 pounds or less; follow written and oral instructions and procedures

Work environment: Predominantly office environment unless traveling to building sites. The noise level in the office environment is usually minimal but may increase depending on activity levels in the office.

NOTE: While the above information is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. It does not limit the assignment of related duties not mentioned.

To Apply

Submit a cover letter and resume to [gmb\(at\)workforcehousinggroup\(dot\)com](mailto:gmb(at)workforcehousinggroup(dot)com) and include "Director of Leasing & Compliance" in the subject line.

MHR Management, Inc. is an equal opportunity employer.