



Job opportunity |

Are you interested in using your compliance experience and skills to make a difference by working for a recognized leader of affordable housing opportunities in Massachusetts? If so, MHP is for you!

If you are interested in joining our team, please complete a brief online application via our [Careers page](#).

About Us:

The Massachusetts Housing Partnership (MHP), a non-profit public agency, works with communities to create innovative policy and financing solutions that provide affordable homes and better lives for the people of Massachusetts. Our mission is to pioneer new development and financing models that make more effective use of public resources, be responsive to local needs, promote racial equity, and achieve greater impact than conventional approaches to affordable housing. MHP focuses on the following areas: [Community Assistance](#), [Rental Development](#) and [Portfolio Management](#), [Homeownership](#) and [Data & Policy](#).

MHP is committed to diversity and an inclusive environment where everyone feels valued, welcomed and respected.

Current Opportunity:

The Director of Compliance will play an integral role within the organization by working across teams and subject matters to ensure program compliance with federal and state statutory, regulatory, and internal policies. The priorities for this position are driving the design and implementation of MHP's compliance infrastructure program along with the development of MHP's internal control plans. This position will serve as the point person for regulatory and corporate compliance activities, including research, review of relevant policies, procedures, statutes and regulations, and monitoring activities to ensure the ongoing compliance of MHP's existing and developing programs.

This is an opportunity to develop and implement an internal compliance management framework for federal and state funds, including subrecipient monitoring and internal control plans. The Director of Compliance will also supervise the preparation of audit workpapers, schedules, and responses to independent auditor requests related to the federal programs single audit. This framework will be applied to internally- and/or state-funded programs.

The Director of Compliance will be involved in supervising and managing the day-to-day needs of compliance staff and being a proponent for professional development. The position will be

responsible for liaising and communicating with internal and external stakeholders, responding to inquiries regarding compliance and reporting, and coordinating with program managers to design, implement, and maintain reports required by funding agencies and/or MHP's leadership.

Compensation:

The projected compensation for this role is \$120,000 to \$140,000. Any final offer will be based on various factors including job-related knowledge, skills, competencies, and experience. The listed range is just one component of MHP's total compensation package for employees.

Benefits our employees value:

MHP understands that benefits are an important consideration when looking for a new role. We are proud to offer our employees a comprehensive benefits package including:

- Hybrid and flexible work schedule
- Health insurance through the state's Group Insurance Commission
- 403b retirement plans with match up to 10% and immediate vesting
- Annual 5-week paid time off (PTO)
- Twelve (12) full and two (2) half day paid holidays
- Fully paid group term life, short-term and long-term disability insurance
- Dental insurance through MetLife with 90% of premium paid by MHP
- Flexible Spending Accounts for medical and dependent care
- Public transportation commuting benefit
- Tuition reimbursement
- Professional development
- First time homebuyer assistance
- Home office benefit

Hybrid Schedule and COVID-19 Policy:

The Director of Compliance role is designated Hybrid. Positions designated as Hybrid work out of the Boston office one to two days per week and may work remotely up to four days per week. At least one office day must be on Wednesday, the designated team day. MHP employees are required to be fully vaccinated against COVID-19 or have an approved exemption per our vaccination policy.

Knowledge, Experience and Skills:

- Significant working knowledge of federal funds compliance requirements, including but not limited to the U.S. Office of Management and Budget's Uniform Guidance, federal Subrecipient Monitoring requirements, and federal Single Audit Act requirements. Familiarity with the U.S. Treasury's American Rescue Plan Interim Final Rule and the U.S. Treasury's guidance documents related to the State and Local Coronavirus Relief Fund is a plus.
- Supervisory experience providing guidance on regulatory and risk management best practices with commitment to the professional development and growth of team members.

- Proven ability to research and interpret legal, regulatory, and financial documents and apply principles to business practices as appropriate.
- Working knowledge of business operations, accounting, financial reporting, and systems related to government funded programs.
- Proven capacity to design and implement business and program systems, processes and procedures that are objective and comply with industry best practices.
- Strong ethical standards and the proven capacity to use sound judgement and discretion when gathering and sharing information.
- Meticulous attention to detail, highly organized, ability to monitor own work, and comfortable soliciting feedback to improve performance.
- Adept in managing competing demands and dealing with frequent changes, delays, and/or unexpected circumstances.
- Demonstrated experience working with people at all levels of an organization on a variety of topics under tight deadlines.
- Strong problem-solving skills to navigate issues that do not have straightforward solutions.
- Demonstrated analytical skills and experience utilizing information technology systems to collect, analyze and present information. Examples may be requested.
- Exceptional ability to communicate (verbally and in writing) findings and recommendations.
- Bachelor's degree in Business, Finance, Public Administration, Government, or related field, or equivalent experience, skills and/or knowledge.
- Minimum 5-7 years' experience in a similar role with at least 3 years in a supervisory capacity.
- Professional compliance or risk management certification preferred.

MHP is committed to creating a diverse and inclusive workplace and is proud to be an equal opportunity, affirmative action employer. All decisions are based on business needs, job requirements and individual qualifications without regard to race, religion, color, national origin, gender, sexual orientation, gender identity, gender expression, age, past or present military service, status as an individual with a disability, or any other legally protected characteristics. MHP is committed to compliance with all fair employment practices regarding citizenship and immigration status. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

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