

FOXY MANAGEMENT LTD.

LIHTC COMPLIANCE MANAGER JOB DESCRIPTION

Company Description

Foxy Management is a Bronx-based developer and property manager, with a specific focus on affordable (LIHTC), subsidized, supportive, senior and transitional housing in New York City. We currently operate approximately 1,000 units in the Bronx and Manhattan; with another ~250 units in the pipeline, and another ~400 units in pre-development. We seek intelligent, motivated, and professional individuals who will become part of our team / family environment and be willing to “roll up their sleeves”.

Job Description

The Compliance Manager is responsible for managing all aspects of compliance for the Company’s growing real estate portfolio. Specifically, the Compliance Manager is responsible for the oversight of all LIHTC, HOME, HUD, and Section 8 related matters.. In this capacity, the Compliance Manager is responsible on a high level for ensuring compliance with all Regulatory Agreements and partnership operating agreements; all monthly, quarterly, annual, and as-needed periodic reporting to funding agencies (including HDC, HPD, and HFA) and tax credit syndicators; and ensuring income qualification for all applicants and, as needed, tenants on an ongoing basis (including conducting annual re-certifications as needed). It is expected that the Compliance Manager be the go-to person for periodic questions/issues that arise in the course of business as relates to these matters., and for the Compliance Manager to have a working knowledge of Fair Housing, Human Rights, and ADA requirements so as to serve in this dual function as needed. The Compliance Manager is the primary liaison between the Company and the various oversight agencies and funding partners; as well as the primary liaison for staff to ask questions and ensure compliance.

The Compliance Manager will be given a degree of autonomy to devise and implement systems that best accomplish the goals of the position and the Company. We seek highly motivated individuals who will proactively create a positive and efficient work environment.



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Work Schedule and Location

Approximately 40 hours per week, or as directed by supervisor. This position will report to the company's main office located in the Bronx every day. Periodically, this position will require travel within the 5 boroughs.

Compensation

This is a salaried (exempt) position; compensation and benefits commensurate with experience.

Qualifications

- Associates or Bachelors Degree preferred
- Certification in Low Income Housing Tax Credit compliance from an accredited provider such as Quadel or Novogradac
- At least 3 years work experience for a property manager or developer of affordable housing, with specific experience working with Low Income Housing Tax Credits (LIHTC), HOME Investment Partnership Program (HOME), Section 8 (including HCV vouchers, Project-Based Section 8, and/or HUD 202 and HUD multifamily); and related laws and regulations
- Must possess a working knowledge and experience with Low Income Housing Tax Credits, the HUD 4350 manual, the federal Fair Housing Act, affirmative fair housing marketing, New York City Human Rights Law, NYC Rent Stabilization Law, and other relevant housing compliance laws
- Excellent written and verbal communication skills required.
- Excellent organization skills required.
- Bilingual (English/Spanish) speakers are a plus, but not required.
- Strong personal initiative
- Team player
- Experience working with NYC HDC, NYS HFA and NYC HPD
- Experience working with supportive housing populations a plus