The Assistant Director of Compliance under the direct supervision of the Director of Asset and Property Management is accountable to execute all aspect of marketing initiative, lottery, lease-up, income certification and reporting requirements of local, city and state housing regulations for all buildings managed by St. Nicks Alliance.

Marketing
- Prepare and track marketing material of assigned asset to advertise availability
- Comply with AFHMP advertising; preparation of flyers, local and national publications and community outreach in accordance with program guidelines of HPD, HDC or HUD.
- Host Lottery, process, review and record in HPD portal all applications received within marketing period.
- Properly coordinate the log-in numbers on applications and organize files for lease-up of apartments.
- Supervise & train staff (F/T or P/T) assisting with marketing efforts.

Leasing & Compliance
- Review application requests and maintain a database to ensure, accuracy, efficiency and tax-credit compliance and each applicant's income does not exceed the applicable income limits.
- Coordinate filling of apartments based upon waiting list status and meeting HPD, HUD or other applicable preferential criteria.
- Screen applicants and process credit checks and other verifications.
- Tour property with all prospective tenants.
- Prepare applicant's files with all required documentation for internal/external review and approval.
- Work with Assistant Director of Property Operations and Area Property Manager(s) on the Management Reviews and REAC Inspections.
- Correct and submit audit findings timely.
- Comply with all prerequisites and guidelines as mandated in the regulatory agreement.

Reports
- Initiate monthly meeting/report to discuss applications, move-ins and any other concern related to the lease-up of units.
- Prepare documentation as required for proper reimbursement of marketing and lease up expenses.
- Maintain strict adherence to the federal Fair Housing Act, which prohibits "any preference, limitation, or discrimination because of race, color, religion, sex, handicap, familial status, or national origin, or intention to make such preference, limitation or discrimination" and other applicable regulations.
- Prepare & submit monthly voucher, special claims and annual compliance to corresponding agency.
- Perform any other duties which pertain to the well being of all residents as assigned by the Director of Asset and Property Management, and Director of Housing.
- Submit vacancy report, annual certified rent-roll and status of pending applications.

Skills & Proficiency
EIV, HUD & LIHTC Certification, Submission of AFHMP

Employee’s Signature ________________________ Date ______________________