

## **Affordable Housing - Compliance Program / Portfolio Manager**

*Work, Grow, and Make a Difference*

### **AFFORDABLE HOUSING CONNECTIONS**

AHC is a unique non-profit organization that provides affordable housing compliance monitoring and training for government agencies, property owners, developers and managers in the Twin Cities Metro area, Rochester and St. Louis County. As Minnesota's premier compliance agency for over 25 years, our mission is to help ensure the continuing availability of affordable housing by providing great service, value and integrity to program stakeholders.

### **THE POSITION**

We're looking for a FT Compliance Program / Portfolio Manager who is eager to work in a dynamic, growing organization and to help affordable housing owners and managers by monitoring compliance for Government Funded Programs such as the Low Income Housing Tax Credit program (LIHTC) & HOME. At least 5 years of experience is required, as is being detail-oriented, a fast learner, and flexible. The Best Qualified candidate will have a bachelor's degree, have at least 3 years in a supervisory compliance role for LIHTC or HOME, be able to work within the legal constraints of the MN Data Practices Act, and be able to lift at least 20 pounds (equipment, files, etc.), have a current driver's license, and have access to an insured vehicle. Expert knowledge of HUD Handbook 4350.1, Chapter 5 as applied to LIHTC/HOME household eligibility and the ability to work independently while interacting and coordinating well with colleagues and clients are also essential to success in this position.

### **WHY APPLY? AHC offers:**

- Competitive pay and benefits
- Opportunities for professional growth
- Flexible hours (some remote work possible)
- The chance to make a difference in the affordable housing community/field

### **LOCATION**

AHC is in Saint Paul's historic and vibrant Cathedral Hill neighborhood, near I-94 and Dale with easy access to highways and both downtowns. AHC's offices and training center are in the historic Blair Arcade, which offers free parking and has a restaurant and café, spas, salons and other services within the building.

**To apply – please send cover letter, resume, and Job Application to [jessica@ahcinc.net](mailto:jessica@ahcinc.net).**

**Job application can be found on our Website [www.ahcinc.net](http://www.ahcinc.net).**