



Director of Compliance and Housing Administration

Mission Statement:

Father Bill's & MainSpring is committed to ending and preventing homelessness in Southern Massachusetts with programs that provide emergency and permanent housing and help people obtain skills, jobs, housing, and services. We help people who are struggling with homelessness or are at risk of homelessness to achieve self-sufficiency.

Father Bill's & MainSpring is a growing and dynamic social service agency with expertise in emergency and permanent housing, job training and placement, and prevention services for individuals and families in need. Over the next five years, our strategic focus includes an increase in affordable, permanent supportive housing, a more efficient model of care for families experiencing homelessness, commitment to an enhanced delivery model to reduce the need for shelter, and improved community relations in order to achieve these goals. Our staff are thoughtful and caring individuals who share our passion for these ideals and creative approaches to helping people improve their lives.

We offer a generous benefits package and a comprehensive orientation and training program, as well as ample opportunities for advancement for qualified individuals who show a commitment to our Mission.

Position Summary:

You will head the agency's internal quality assurance effort, responsible for contracts and funding across multiple programs. Reporting to the Chief Operating Officer, you will be responsible for the administration and compliance for over \$7 million dollars in HUD Continuum of Care funding, as well as low income housing development funding from a variety of sources, including but not limited to Low Income Housing Tax Credits, Housing Trust, and Housing Stabilization funds. You will also supervise a team of 3 staff, overseeing the leasing (subsidized housing), recertification and rental payments and collection for Father Bill's & MainSpring permanent supportive housing program targeted to extremely low income, formerly homeless individuals and families. You will continue to strengthen, develop and expand on FBMS' excellent reputation and strong relationships with many public funders, nonprofit partners, and private landlords, as well as its longstanding commitment to pro-gram and strategic planning, and to evaluation of its performance outcomes and trends.

Essential Responsibilities:

Management:

- Steer compliance and leasing team in a manner that is diplomatic, inclusive, transparent, communicative, open and fair, promoting high performance and toward FBMS' mission, values, strategic plan and annual operational and financial plans.
- Recruit, hire, supervise and provide training to all leasing department staff.
- Develop and maintain relationships with both internal and external stakeholders (FBMS departments, community leaders, funders, among others), maintaining strong community reputation of the organization.

Compliance:

- In partnership with Program Development and Operations departments, oversee monitoring and evaluation, ensuring accurate and timely reporting to ensure programs are meeting goals and objectives while maintaining compliance with all State and federal contracts. Interface with funders, identifying and resolving any concerns.
- Support the development, implementation, and maintenance of internal compliance and quality assurance protocol, policies & procedures to support program guideline efficacy.
- Serve as point of contact for funders and facilitate and project manage contract audit preparation and hosting.

Contract Management:

- Maintain in-depth knowledge about contracts, services and programs offered in the emergency shelters, housing and the community, familiarity with state and federally funded programming as well as the administration of a variety of rental assistance programs.
- Meet regularly with program leadership to facilitate flexible, but compliant implementation of contracts and with finance team to review contract requirements, billing, contract spending and other implementation items.
- Ensure systems and controls are in place and operating in the leasing and rental assistance programs. Monitor lease up process and work with teams to maximize occupancy and remove unnecessary impediments to housing. Manage requisite reconciliation of rental payments to landlords and from housing authorities and/or participants.

Qualifications:

The Director of Compliance and Leasing must have excellent organizational, administrative and critical thinking skills coupled with proven people management skills. The ideal candidate will thrive while managing multiple simultaneous projects and be a team player able to collaborate across multiple internal and external systems and programs. You must have passion and enthusiasm for the FBMS mission, empathy for those dealing with homelessness and related issues, and the desire to understand and learn more about the population FBMS serves.

We seek candidates with:

- Master's Degree in human service related field or accounting experience preferred.
- 5-8 years of increasing responsibility (including supervisory experience) within a nonprofit required.
- Past experience with administration of low-income housing and federal funding.
- Superb critical thinking and decision-making abilities, excellent project management and communication skills, as well as analytical and conceptual capacity.
- Strategic vision and capacity to teach and develop leadership within the organization.
- Demonstrated ability to establish and maintain strong working relationships and influence multiple stakeholders.
- Proficiency in Microsoft Office, solid Excel skills required. Experience with property management software preferred.

Please send cover letter and resume to employment@helpfbms.org. *Please note “Director of Compliance and Leasing” in the subject line of the email. *

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Father Bill’s & MainSpring is an equal opportunity employer.