MISSION FIRST HOUSING GROUP develops and manages affordable, safe, and sustainable homes for people in need, with a focus on supporting vulnerable individuals. We connect residents with resources that help them live independently and create housing that brings lasting benefits to residents and neighborhoods.

At Mission First, every employee contributes to our shared success. This position description outlines the role's primary duties, qualifications, and scope, but it is not intended to cover every responsibility. We value team members who are ready to contribute their skills wherever they are needed to support our mission.

Columbus Property Management (CPM), a member of Mission First Housing Group, is seeking a detail-oriented Compliance Specialist to support affordable housing communities across our portfolio. In this role, you'll help property teams meet program requirements, maintain accurate and audit-ready records, and support residents' continued eligibility. Your knowledge will help protect the quality and integrity of the housing programs we provide.

Compliance Specialist Responsibilities:

- Conduct regular audits of files, reports, and property documentation to confirm records are complete, audit-ready, and compliant with site-level policies.
- Prepare files for review by state agencies, investors, lenders, or HUD. Review samples of files completed by property management teams to verify accuracy and compliance.
- Review income certifications, supporting documentation, rent calculations, student eligibility, and unit designations for accuracy and compliance. Manage and track annual recertifications to support 100% on-time completion.
- Provide guidance and training to property managers and leasing staff on eligibility requirements, income verification procedures, and documentation standards.
- Address file corrections and compliance findings from state agencies, investors, or syndicators. Coordinate with property staff to ensure corrections are completed and resubmitted on time.
- Prepare and submit annual compliance reports to allocating agencies and regulatory bodies in Pennsylvania, New Jersey, Maryland, and Washington, DC.

Compliance Specialist Requirements and Qualifications:

- High school diploma and at least two years of multifamily housing experience, with a focus on affordable housing compliance and housing regulations.
- Working knowledge of LIHTC, HUD, HOME, Section 8, and other affordable housing programs, along with a strong understanding of Fair Housing regulations.
- Experience using property management software; Yardi experience preferred.
- Proficiency in Microsoft Word, Excel, and Outlook, with strong written and verbal communication skills.
- Ability to travel to communities throughout the Columbus Property Management portfolio, as needed.

Preferred Certifications:

- Tax Credit Specialist (TCS) certification
- Certified Occupancy Specialist (COS) certification

- Certified Professional of Occupancy (CPO) certification or equivalent affordable housing compliance certification
- HUD, LIHTC, HOME, or Fair Housing training certifications

Benefits:

- Medical insurance
- Dental insurance
- Vision insurance
- 403(b) plan
- Company-paid life insurance and short- and long-term disability coverage
- Paid time off
- Legal aid
- And more!

Mission.First.provides.equal.employment.opportunities.to.all.employees.and.applicants.for.employment?without.regard.to.race?color?religion?age?sex?sexual.orientation?gender.identity?national.origin?disability.status?protected.veteran.status?genetic.information?or.any.other.characteristic.protected.by.federal?state?or.local.laws¡.Mission.First.prohibits.discrimination.and.harassment.of.any.type¡

Work Location: Hybrid remote in Washington, DC 20001
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