



SENIOR RENTAL HOUSING COMPLIANCE COORDINATOR
APPLICATION DEADLINE IS WEDNESDAY, NOVEMBER 12, 2025 AT 11:59PM

Division: Compliance and Asset Management
Reports to: Housing Programs Compliance Manager
Location: Nashville, TN
Full-time/Part-time: Full-time
Salary Grade: L
Monthly Salary Range Minimum: \$4,562
FLSA Classification: Non-Exempt (01)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Under limited supervision, conducts audits of property files via desk reviews to ensure compliance with applicable requirements for the Low-Income Housing Tax Credit (LIHTC), Multifamily Tax-Exempt Bond Authority (MTBA), HOME investment Partnerships (HOME), National Housing Trust Fund (NHTF), and Tennessee Housing Trust Fund (THTF) Competitive Grants (CG) programs and other rental housing development programs as may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Oversees a portfolio of Low-Income Housing Credit properties to determine compliance with Internal Revenue Code (IRC) Section 42, Treasury Regulations, the Qualified Allocation Plan, the MTBA Program Description, and civil rights requirements.
- Oversees a portfolio of HOME, NHTF, THTF CG and other rental housing properties as may be assigned to determine compliance with applicable regulations of the U.S. Department of Housing and Urban Development (HUD) and/or THDA program requirements, and civil rights requirements.
- Conducts remote compliance reviews for LIHTC properties, HOME, NHTF, and CG rental properties to ensure the program partners and beneficiaries are in compliance with federal and/or state regulations.
- Makes annual determinations of compliance based on submission of Owner Annual Certification and/or Annual Compliance Survey with supporting documentation as applicable by program.
- Prepares and submits monitoring report to the applicable Owner/Agent to address areas of non-compliance. Follow through with entering the information into program database to maintain accurate information on program participants and to track compliance activities.
- Maintains a current awareness and understanding of new regulations and compliance issues as they impact the long-term affordability of properties receiving LIHTC and HUD funds.
- Research regulations and assists in the development of monitoring processes, program guidebooks and internal policy and procedure to ensure an effective compliance program.
- Assists in the creation of compliance forms, records, reports, and required tools for monitoring files.
- Assists with the development and delivery of training activities for the division, including conducting compliance and end user system training for internal and external customers.
- Maintains effective working relationships primarily by providing technical support to owners, property managers, United States Department of Agriculture Rural Development (USDA RD), Department of Housing and Urban Development (HUD), Internal Revenue Service (IRS), other state agencies and internal agency personnel.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- High School Diploma or GED.
- Post-high school certification preferred, especially a bachelor's degree.
- Minimum of Two years of experience in the administration of a state or federally funded housing assistance program, including interpreting, evaluating and implementing compliance requirements.
- Knowledge of the LIHTC, HOME, and/or NHTF program is preferred.
- Experience in compliance monitoring associated with the HOME, NHTF, and/or LIHTC is highly preferred.
- Possession of a current Housing Credit Certified Professional Certificate is a plus.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Knowledge of the LIHTC program, the MTBA Program, , HOME, NHTF, and tenant requirements from HUD, and property management or the ability to learn and apply.
- Ability to read and interpret complex regulations, laws, agreements, and organization materials.
- Excellent verbal and written communication skills.
- Strong interpersonal skills; builds and maintains positive relationships with internal and external constituents.
- Maintains credibility through sincerity, honesty, and discretion.
- Ability to handle private, personal information in a confidential manner.
- Ability to exercise good judgment in decision making.
- Ability to adapt to frequent procedural changes.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with others in giving and obtaining information.
- Strong organizational skills.
- Ability to organize and prioritize work effectively.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and the ability to drive.
- Periodic in-state travel may include overnight travel (up to 20%).
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

BENEFITS: THDA offers an excellent benefits package: medical, dental, vision, and life insurance options; disability insurance; retirement plans; flexible benefit pre-tax accounts for medical, dependent care, transportation, and parking; annual leave and sick leave that begin accruing after the first month of employment; and 11 paid holidays per year. We also offer work-life balance opportunities through alternative work schedules, flexible schedules, and telecommuting.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

PLEASE VISIT OUR WEBSITE AT WWW.THDA.ORG AND FOLLOW THE ONLINE APPLICATION INSTRUCTIONS