



MINNESOTA  
HOMEOWNERSHIP  
CENTER

## **Position Announcement: Compliance Manager**

### **Position Summary**

The Minnesota Homeownership Center seeks an experienced grants compliance professional. The Center is a mission-driven organization dedicated to promoting and advancing successful homeownership statewide, with an emphasis on serving those facing the greatest barriers to homeownership: lower income households and communities of color.

At the Homeownership Center, compliance includes an emphasis on supporting a network of 35 community-based, independent sub-grantees with customer-centric training, support, and coaching. The role requires a methodical, detail-oriented, but pragmatic approach to policies, timelines, and reporting requirements.

The Compliance Manager is part of the Program and Network Support team in the organization. Reporting to the director of this department, the position supervises two staff members.

### **Primary Responsibilities**

- Manage overall compliance and grants administration. Ensure policies, timelines, and reporting requirements are met for local, state, and federal contracts. Ensure compliance with all applicable legislative, accounting, and monitoring activities.
- Develop and implement internal tools, policies, procedures, schedules, workflows, and reporting strategies to ensure the organization's compliance with all terms and requirements of government grants, including HUD Housing Counseling, Homeownership Education and Counseling (HECAT), City of Minneapolis, and City of St. Paul.
- Review new grant agreements and initiate any requisite changes to policies, procedures, and other compliance measures.
- Prior to contract initiation, review requirements and advise organizations' leaders about recommended negotiation strategies with government entities.
- Manage the plan for conducting and/or coordinating sub-recipient monitoring site visits and financial reviews, including oversight of client management and files, financial reporting, and invoicing and disbursements.
- Implement a training and technical support protocol for sub-grantees to ensure compliance.
- Implement a training and technical support protocol to ensure optimum use by sub-grantees of the required client management system.
- Review and approve grant payment and disbursement requests.
- In partnership with other staff, assess and implement strategic opportunities for maximizing the client management system. Assist in the development of outcomes and evaluation support.
- Develop and maintain working knowledge of applicable local, state, and federal regulations.
- Support relationship management with key government entities.
- Coordinate the submission of the application to HUD.

## **Education and Experience**

Bachelors' degree in business administration, finance, or nonprofit management, or related field with three years' experience in grant/contract compliance, finance, program evaluation, or equivalent. Experience interpreting government contracts and other technical documents and operationalizing all requirements.

## **OR**

Five-to seven years in contract and grants compliance with experience interpreting government contracts and other technical documents and operationalizing all requirements.

## **Additional required skills and experience**

- Experience working with a diverse group of sub-grantees in support of compliance measures.
- Skills in initiating and sustaining relationships with diverse groups of stakeholders to achieve programmatic goals.
- Experience conducting compliance reviews and/or program evaluation.
- Supervisory experience to manage the workload of the team, foster a team-based approach to the work and lead staff members.
- Communication skills to write policies, procedures, reports, and related materials and to lead technical assistance and training sessions with sub-grantees.
- Project management skills to coordinate multiple priorities and deliverables.
- Experience with strategic and tactical use of client management technology. Experience with Salesforce preferred.
- Ability to supportively problem-solve and work under pressure responding to deadlines without sacrificing quality.
- Fortitude establishing leadership in new environments while diplomatically building trust among internal and external stakeholders.
- Exemplifies a non-judgmental attitude, respect for diversity, and a sensitivity to individuality. Shows respect for individual differences. Works to understand the perspective of others.

## **Job Classification**

This is a full-time, exempt position.

Our office is located in St. Paul, Minnesota. There is potential for remote or hybrid work for this position. The manager reports to the director of programs and network support. The estimated starting salary is \$75K, with benefits including paid holidays, PTO, health benefits, and 7% annual contribution to 401K.

## **To Apply**

The position will remain open until filled with a first screening of applicants on Monday, June 5th. To apply, send cover letter and resume as one PDF document to [hannah@mightyconsulting.org](mailto:hannah@mightyconsulting.org). Questions about the search can be directed to Melissa Martinez-Sones at [melissa@mightyconsulting.org](mailto:melissa@mightyconsulting.org) or 651-808-3409.