

COMPLIANCE MANAGER/LEGAL COUNSEL

COMPENSATION: \$65,000 - \$85,000+

FLSA: Exempt

LOCATION: Boston, MA

CONTACT: jobs@naca.com or 617-250-6222 ext.1221

BENEFITS: Comprehensive package: single/family health, vision, dental, 401(k) and more

WEBSITE: www.naca.com

NACA

NACA is the country's preeminent non-profit homeownership and advocacy organization with over two million Members through over forty-five offices nationwide. Over the past thirty years NACA has established a track record that has earned both the respect and fear from others in the lending industry. NACA stands out in the following areas: 1) It is the most effective organization in the country in providing affordable homeownership; 2) It is the place to work to fight for economic justice for those dedicated and willing to work hard; and 3) It provides unprecedented opportunities for staff to do well financially by doing good.

Started in 1988, NACA has won campaigns against some of the country's most powerful companies and individuals that engaged in predatory and discriminatory lending. NACA's success is a result of its aggressive, confrontational advocacy and state-of-the-art systems and operations. The purchase program provides comprehensive counseling as HUD's largest housing counseling agency (through its Neighborhood Stabilization Corporation subsidiary) with access to NACA's Best in America mortgage: no down payment, no closing costs, no requirement for perfect credit and always at a below-market, fixed interest rate. NACA has over \$15 billion in mortgage commitments from the country's largest lenders to support this program. Through its HomeSave program for homeowners with an unaffordable mortgage, NACA is also the most effective in providing affordable solutions and has done so for over 250,000 at-risk homeowners nationwide.

Built on this track record of success, NACA is undertaking rapid expansion across the country with the hiring of many additional staff nationwide. NACA continues its aggressive advocacy in fighting for economic justice for low-to-moderate income people and communities. In addition to affordable homeownership, NACA takes on economic justice issues such as student debt, tax equity, income inequality, environmental and other issues. Employees at NACA have a tremendous impact on the communities and the Members they serve. For more information about NACA, its history and programs, visit www.naca.com.

COMPLIANCE MANAGER / LEGAL COUNSEL

NACA seeks to hire an experienced Compliance Manager / Legal Counsel to oversee regulatory compliance and mortgage licensing processes for the entire organization. The Compliance Manager/Legal Counsel also provides support for the NACA's Mortgage Operations and other operations in the areas of:

- (i) Contract preparation and approval processing,
- (ii) Regulatory compliance and
- (iii) Corporate record-keeping functions.

JOB RESPONSIBILITIES:

- Works closely with NACA's lawyers, designated outside legal counsel, and various client groups.
- Oversees company, branch, and individual licensing processes. Ensures that NACA obtains and maintains all necessary licenses in good standing. Facilitates annual license renewals and all required filings and reports to ensure business continuity.
- Oversees compliance auditing and assures that it is completed per NACA's internal policies and in compliance with all applicable federal and state law.
- Provides ongoing training and support for new hires during study period and throughout the license application process.
- Monitors program outcomes and provides regular reports to the CEO.
- Tracks departments' progress per established department goals and metrics.
- Serves as company regulatory contact. Responds to regulatory inquiries, examinations, and consumer complaints. Provides ongoing reports to CEO regarding regulatory activity.
- Ensures corporate state and local filings and reports, including Secretary of State filings, mortgage call reports, and annual state reports, are accurate and filed prior to applicable deadlines. Maintains calendar of required corporate filings.
- Monitors regulatory changes and ensure NACA's compliance with such changes.
- Drafts public comments, open letters, and other position pieces regarding regulatory, legal or compliance matters.
- Provides support and coordination in connection with the documentation of proposals and contracts with customers, host venues, contractors, and suppliers, as well as with various utilities, governmental units and other infrastructure owners. This support includes the maintenance of standard contract forms, preparation of first drafts of contracts based on the forms, checking the assembled proposals and contract document packages and coordinating the processes and procedures for final approval, delivery to the counterparty and execution by the authorized personnel.
- Participates in and provides support for the development and administration of the contracts and policies database, including generation of summaries of key terms and support for internal communications and reporting to facilitate NACA's compliance with the terms of executed agreements.
- Organizes and maintains permanent paper and electronic files and records of all NACA contracts; supports the efforts of the legal and finance/accounting teams in establishing and maintaining NACA's compliance programs, including processes for compliance with all applicable regulations and franchise and other filings and reports.
- Organizes and maintains permanent paper and electronic files and records of all regulatory filings.
- Organizes and maintains official corporate records for the Company and its various subsidiaries charters, by-laws, annual reports to jurisdictions, minute books, stock records, etc.
- Provides ongoing company training on compliance issues.
- Supervises various projects as directed by the CEO.
- Provides exceptional customer service to both internal and external customers.
- Other responsibilities as assigned.

TIME DEMANDS:

The Compliance Manager must be able to meet the demands of the job that consists of 50+ hours a week. This is a critical position requiring the willingness and ability to work long hours including evenings and weekends. Some travel is required.

COMPENSATION:

The salary range is between \$65,000 and \$85,000+ based on experience, skills, degrees, and certifications. The candidate's performance evaluation and future compensation is largely based on meeting the Job Responsibilities, Competencies and Skills stated herein.

JOB QUALIFICATIONS:

NACA seeks leaders with a positive and open attitude, a strong work ethic and relentless commitment to success with attention to detail and ability to meet aggressive deadlines and ambitious goals. S/he is expected to have a high level of core competencies and skills included in one's personal characteristics and professional experiences in the following areas: communication, organizational skills, professional skills, professionalism, customer service, time management, positive leadership, computer skills and being mission-driven. The **Core Competencies & Skills** are described in detail at www.naca.com.

EDUCATION:

- Bachelor's degree - Required
- Licensed to practice law in at least one jurisdiction

EXPERIENCE & SKILLS

- Minimum 3 years of experience in compliance.
- Experience in the mortgage business is preferred.
- A thorough understanding of quality control, underwriting, regulation, and internal audit procedures is preferred.
- Knowledge of mortgages, bank services, policies, and procedures.
- Strong interpersonal skills
- Excellent writing skills

APPLICATION PROCESS

Applicants must complete the application at www.naca.com.

NACA is an equal opportunity employer. Minority and bilingual individuals, particularly those who speak and write in Spanish, as well as second change applicants are strongly encouraged to apply. To follow-up and for inquiries regarding this and other positions contact NACA's HR Department at jobs@naca.com or call 617-250-6222 ext.1221.

This job description is solely for descriptive purposes with NACA reserving the right to make unilateral changes to this job description including the compensation for all staff or on an individual basis. NACA may also change the compensation during campaigns, activities and events at its discretion. This does not constitute a contract for employment. Nothing herein shall limit NACA in its sole discretion from terminating a Counselor for any reason or no reason with employment on an "at-will" basis.