



Habitat for Humanity of Huron Valley Attorney and Compliance Officer

Organizational Background

Habitat for Humanity Huron Valley (HHHV) is a dynamic, progressive nonprofit organization that works to provide affordable homeownership opportunities for low-income families in Washtenaw County.

We are seeking a motivated, mission-oriented, and energetic Attorney and Compliance Officer to join our team in a dual role. The organization requires an experienced attorney licensed to practice law in the State of Michigan. The successful candidate, as attorney, will represent HHHV and prepare documents related to legal matters, but will also serve as the Compliance Officer, guiding organizational compliance with regulatory agencies, industry standards, company policies, and procedures. The candidate will help develop new policies, educate staff about compliance and provide guidance for the senior management team on matters relating to compliance. The Compliance Officer will monitor and periodically report results of the compliance efforts of the company.

Position Term & Schedule

The Attorney and Compliance Officer position is a full-time, salaried position, starting immediately. The position will be housed in the HHHV office currently located at 170 April Drive Suite A Ann Arbor, MI. The work schedule will vary with some evenings and weekends required. HHHV offers a competitive salary of \$50,000-\$70,000 based on experience, health care insurance plan, Health Savings Account, 401(k) plan, and a generous paid time off schedule.

Responsibilities

- Prepares documents related to and represents HHHV in legal proceedings including quiet title actions for property acquisitions, homeowner bankruptcy filings, homeowner foreclosure proceedings, notes, security agreements, mortgage discharges, mortgage sales, mortgage buybacks, and mortgage payoffs. Communicates with HHHV homeowners and financial institutions regarding loan payoffs.
- Reviews legal documents for HHHV including contracts, leases, purchase agreement and mortgage leveraging related activities.
- Develops, initiates, maintains, and revises policies and procedures for the general operation of the Compliance Program and its related activities to prevent illegal, unethical, or improper conduct. Examples of current policies include Anti-Money Laundering Policy, Privacy Policy, Complaint Policy, Criminal Background Check Policy, Drug Free Workplace Policy, and Identity Theft Policy.
- Develops and periodically reviews and updates Standards of Conduct to ensure continuing currency and relevance in providing guidance to management and employees.
- Works with the Human Resources Department and others as appropriate to develop an effective compliance training program, including appropriate introductory training for new employees as well as ongoing training for all employees.
- Collaborates with other departments to direct compliance issues to appropriate existing channels for investigation and resolution.
- Responds to alleged violations of rules, regulations, policies, procedures, by evaluating or recommending the initiation of investigative procedures. Develops and oversees a system for uniform handling of such violations, including proper reporting of violations or potential violations as appropriate and/or required.

- Provides reports on a regular basis, and as directed or requested, to keep the Board of Directors and senior management informed of the operation and progress of compliance efforts.
- Monitors the performance of the Compliance Program and relates activities on a continuing basis, taking appropriate steps to improve its effectiveness.
- Attends and participates in a variety of events including staff and department meetings.

Requirements

- Experienced attorney licensed to practice law in the State of Michigan.
- Experience as a Compliance Officer or Compliance Manager preferred.
- Familiarity with non-profit industry practices and professional standards.
- Commitment to serving families with low-incomes and advancing the critical call for affordable homeownership in Washtenaw County.
- Strong interpersonal skills and ability to work collaboratively with staff, community partners, and diverse community members and occasionally handle difficult situations and conflicts with finesse.
- Ability to work very well independently, able to manage multiple detail-oriented tasks, meet deadlines, change priorities and adjust schedules as needed.
- Excellent communication and presentation skills with the ability to write professional documents and speak to groups of various sizes.
- Ability to work under pressure to handle frequent change, delays, and/or unexpected events.
- Proficiency with Microsoft Office Suite.
- Knowledge of construction field a plus.

To Apply

Email resume and cover letter to Sarah Stanton, Executive Director, at sarah@h4h.org by Friday March 16, 2018. Candidates should save resume and cover letter as follows: LastName_FirstName. **No phone calls, please.**

Habitat for Humanity of Huron Valley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, weight, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.