

## **Job Description for: Director of Compliance**

**Program Area:** Admin/Operations/Finance

**Job Classification:** Exempt, Full-time

**Reports to:** CFO

**Last updated:** April 2022

**Salary Range:** \$100,000 - \$110,000

### **Organization Summary**

Community Health Councils (CHC) is a non-profit, community-based health education, advocacy and policy organization established in 1992 in response to the growing health and healthcare crisis. CHC's mission is to collectively build equitable systems. CHC has been at the forefront of systems change work to eliminate disparities in health and well-being. Our policy areas include Health Systems, Food Justice, and Community and Economic Resiliency. Each area represents a unique opportunity to engage members of impacted communities in program and policy development through a wide variety of community interventions and strategies as well as representation and leadership through the coalitions and collaborations convened. With a primary focus on South Los Angeles, CHC works at the local, state, and national level to improve the health of under-served and marginalized communities.

### **Summary Description**

CHC maintains a large and dynamic portfolio of contracts, grants, and other agreements with local, regional, state, and federal agencies as well as private funders. Reporting to the Chief Financial Officer, the **Compliance Director** is responsible for directing the organization's compliance program, ensuring that CHC is in compliance with all its obligations as established by law, contractual agreements and agency policy.

### **Essential Duties and Responsibilities**

Oversee contracts and grants administration of numerous funding agencies, such as various federal government entities, public health organizations, local education agencies, non-profits, and private organizations.

### **Agreements Management/Oversight**

- Review government grants, fee-for-service contracts, sponsor agreements, MOUs, subcontractor/independent contractor agreements, licenses, leases, etc.; prepare contracting packages for funders and ensure competitive bid procedures are met, as needed.
- Oversee agreements management system; prepare summaries of agreements and advise staff regarding contractual obligations. Disseminate information to Sr. Leadership and various public and private entities.
- Manage calendar of reports for the organization and ensure all reports are submitted on time and complete.
- Oversee the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.

### **Agreements Compliance/Quality Assurance**

- Conduct client file reviews for compliance and conduct training, site visits and internal audits to ensure compliance with contract and agency policies and procedures.
- Conduct monitoring reviews of subcontractors.
- Act as liaison with external auditors for annual agency independent audits and maintain strong relationship with auditors throughout the fiscal year.

- Lead all efforts related to funder audits, monitoring reviews, site visits and certifications; interact with regulators on compliance issues.
- Ensure that federal, state, and local tax reporting compliance requirements are met, and appropriate filings are made; keep Corps licenses up to date.
- Oversee a system for uniform handling and investigation of violations of company policies and federal and state laws. Conduct periodic training on company code of ethics for all staff and board members.
- Serve as co-liaison to the Audit Committee of the Board of Directors.
- Independently investigate and act on matters related to Compliance; collaborate with Human Resources on areas that cross departments, as needed.
- Direct policies and manage programs that encourage managers and employees to report suspected fraud and other improprieties without fear of retaliation.

#### **Compliance Program Development/Education**

- Participate and/or assist in special projects, workgroups and committees and perform associated responsibilities, as needed/assigned.
- Identify potential areas of compliance vulnerability; develop and regularly update policies and procedures and implement trainings to minimize or eliminate compliance issues.
- Provide guidance, advice and/or training to improve business' understanding of related laws and regulatory requirements.
- Other duties, as assigned.

#### **Supervision and Department Management**

- Work with Grants team to provide guidance and support to program staff related to contractual matters in various federal, state, and local proposal efforts. This includes reviewing terms, suggesting alternate language, preparing standard forms, and informing all internal department and program staff of potential issues.
- Develop and manage a process where grants and contracts information are shared in a timely fashion with the appropriate program, accounting, and administration, finance, legal, communications, and technology staff.
- Coordinate the grants team to work with external subcontracts, applicants, and grantees to facilitate grant/contract allocation and monitor activity including the performance of annual fiscal and programmatic review as necessary.
- Provide professional-level support to the Controller by taking an active role in researching federal, state, and local regulatory and compliance issues applicable to CHC projects.
- Work with CHC leadership on the development of a streamlined grants and contracts process and structure to ensure integrity and compliance. This is inclusive of protocols for re-granting funds and the coordination of subcontracts.
- Supervisory responsibilities that include Planning, assigning, supporting and directing work; delivering performance reviews and disciplinary action; hiring and firing decisions; providing employee training and coaching; approving schedule/timecard/time off requests; and ensuring compliance to organizational policies and applicable laws.

#### **Minimum Qualifications and Experience**

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelor's degree (from an accredited institution) in a related field (e.g., public administration, business administration, law/judicial science, nonprofit management, etc.) and a minimum of five (5) years of experience in contract compliance at a large nonprofit/organization with varied funding sources including government agencies/departments, working in the areas of contracts and government grant management; and, experience managing a department, required.

- Master’s degree (from an accredited institution) in a related field; previous leadership experience working in the non-profit or public sector managing a department; preferred.
- Demonstrate strong analytical skills (financial, planning, operational) characterized by identifying, assimilating, and comprehending the critical elements of various situations, and extracting and interpreting the implications of courses of action.
- Demonstrate excellent communication and presentation skills (verbal and written) characterized by actively listening and ensuring respectful two-way communication.
- Demonstrate a high level of accountability, responsibility, and dependability.
- Demonstrate teamwork through cooperation and collaboration with others.
- Demonstrate a positive attitude, high energy, self-discipline, and self-awareness.
- Ability to prepare concise, logical, and grammatically correct documents, reports and presentations.
- Use good judgment; evaluate alternatives in the achievement of quality outcomes.
- A commitment to CHC’s values, mission, and vision – evidenced, in part, by exhibiting a high level of personal and professional integrity, humility and humanity. Strong commitment to advancing social justice and equity

**Other Knowledge, Skills, Abilities**

- Strong communication skills: ability to exercise diplomacy, gather information from others, make inquiries and synthesize information; ability to convey information and explain or discuss organizational policy and procedure with others in person or by telephone
- Ability to work with staff and community members from diverse racial, sexual orientation, gender identity and cultural and socioeconomic backgrounds
- Ability to manage multiple competing priorities while adhering to deadlines
- Ability to work independently, exercise mature professional judgment, and use discretion
- Comfortable in team-oriented environment based on open, transparent, continual communication, information sharing and inclusive decision-making
- Professional demeanor, able to function independently and within a team
- Knowledge of Microsoft Office Suite, including Microsoft Outlook, Word, Excel, and PowerPoint is required. Knowledge in Asana and Salesforce is a plus

**Physical and Emotional Demands**

While performing the duties of this job, the employee is required to:

V – Very Often / F – Frequently / O – Occasionally / R - Rarely							
Sit	V	Use keyboard	V	Stoop, kneel, crouch or crawl	R	Hear	V
Stand	V	Use hands to feel	V	Climb or balance	R	Talk	V
Walk	O	Reach with hands/arms	V				

This job requires that the employee must occasionally lift or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually quiet.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to

enable individuals with disabilities to perform the essential duties listed. The inability to cope with a stressful work environment does not constitute a protected disability.

*Community Health Councils is a non-profit, community-based health advocacy, policy, and educational organization. We offer a competitive salary and generous benefits, that is between 23-25% of your yearly salary, including medical, dental, vision and 403b plans, vacation, sick and holiday benefits. CHC is an equal opportunity employer. Women and persons of color are encouraged to apply.*

**TO APPLY:** Please email a Cover Letter and Resume as separate attachments to [humanresources@chc-inc.org](mailto:humanresources@chc-inc.org) and include the exact title of the position you are applying for in the subject line of your email.