JOB ANNOUNCEMENT

POSITION TITLE: COMPLIANCE DIRECTOR
DEPARTMENT/SITE: EXECUTIVE/NORTHEAST LA
REPORTS TO: CHIEF EXECUTIVE OFFICER
FLSA STATUS: FULL-TIME/EXEMPT
RECRUITMENT FOCUS: INTERNAL AND EXTERNAL APPLICANTS

POSTING DATE: 7/12/21
INTERNAL CLOSING: OPEN UNTIL FILLED
EXTERNAL CLOSING: OPEN UNTIL FILLED

ORGANIZATION SUMMARY
The LA Conservation Corps (“the Corps”) is a private, non-profit organization that has helped at-risk young adults develop themselves since 1986. To date, more than 30,000 young people have participated in the Corps’ on-the-job training and work experience projects, learning new skills while contributing to the quality of life for residents of the greater Los Angeles area.

MISSION
The primary mission of the LA Conservation Corps is to provide at-risk young adults with opportunities for success through job skills training, education and work experience with an emphasis on conservation and service projects that benefit the community.

POSITION SUMMARY
As the largest urban conservation corps in the state of California, the LA Conservation Corps maintains a large and dynamic portfolio of contracts and grants with local, regional, state, and federal agencies as well as private funders that allow us to offer paid work experience/job training, educational opportunities and a full suite of wraparound services to underserved young adults. Reporting to the Chief Executive Officer, the Compliance Director is responsible for directing the organization’s compliance program, ensuring that the Corps is in compliance with all obligations as established by law, contractual agreement and agency policy. The Compliance Director organizes and maintains all contract files; develops and updates internal contract tracking tools and contract summary sheets; fills out proper paperwork and ensures all applicable filing and reporting deadlines are met; drafts agency agreements, when applicable; and, monitors compliance with all contractual requirements. The position is responsible for keeping detailed and accurate records for all interactions with outside entities and works directly with program and administrative staff to gather and store required internal information. In addition, the Compliance Director serves as the liaison with all external auditors/program monitors.

ESSENTIAL RESPONSIBILITIES:

CONTRACT MANAGEMENT/OVERSIGHT
- Draft and review various agreements, including government grants, fee-for-service contracts, sponsor agreements, MOUs, subcontractor/independent contractor agreements, licenses and leases; prepare contracting packages for funders and ensure competitive bid procedures are met, as needed.
- Oversee contractual management systems; prepare summaries of contractual agreements and advise staff regarding contractual obligations. Disseminate information to Sr. Management Team members and various public and private entities.
JOB DESCRIPTION

- Oversee the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.

CONTRACT COMPLIANCE/QUALITY ASSURANCE

- Conduct client file reviews for contract compliance and conduct training, site visits and internal audits to ensure compliance with contract and agency policies and procedures.
- Conduct monitoring reviews of subcontractors.
- Perform pre- and/or post-award activities including, but not limited to, preparing and submitting applications and reports.
- Participate in Senior Management Team and financial statement review meetings.
- Act as liaison with external auditors for annual agency audit and maintain strong relationship with auditors throughout the fiscal year; oversee all internal audits, monitoring reviews, site visits, etc., including insurance, IRS and other audits and filings.
- Lead all efforts related to funder audits, reviews 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.
- Act as the liaison to receive legal and compliance-related communications and collaborate with staff and/or legal counsel to respond.
- Assure that company policies, procedures and practices comply with applicable provisions of federal and state laws.
- 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.
- Independently investigate and act on matters related to Compliance; collaborate with Human Resources on areas that cross departments, as needed.
- Develop policies and programs that encourage managers and employees to report suspected fraud and other improprieties without fear of retaliation.
- Collaborate with Administrative Services Manager to establish and/or refine data collection systems to enhance programmatic integration and compliance.
- Monitor the organization’s systems for tracking and reporting program and client outcomes.
- Report critical compliance issues to Chief Executive Officer, Audit Committee and the Board including preparing clear and concise compliance reports on a regular basis.

COMPLIANCE PROGRAM DEVELOPMENT/EDUCATION

- Engage in ongoing continued education and/or participate in seminars, trainings and other learning opportunities to ensure up to date command of present Compliance issues and relevant changes to local, state and federal laws.
- Identify potential areas of compliance vulnerability; develop and regularly update policies and procedures and implement trainings to minimize or eliminate compliance issues.
- Conduct research into compliance programs’ best practices and recommend changes or innovations, when appropriate.
- Inform employees of all changes in contractual compliance policies and requirements.
- Provide guidance, advice and/or training to improve business’ understanding of related laws and regulatory requirements.
JOB DESCRIPTION

• Provide leadership and development opportunities to direct reports, as appropriate.
• Other duties, as assigned.

MINIMUM REQUIREMENTS/QUALIFICATIONS
• 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 drive to solve problems in a team environment.
• Demonstrate excellent communication and presentation skills (verbal and written) characterized by actively listening and ensuring respectful two-way communication.
• Demonstrate sensitivity, understanding and the ability to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability and ethnic backgrounds.
• 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 find strategic partnerships that have led/might lead to increased revenue and contracts.
• Ability to negotiate and work with high-level executives.
• Ability to prepare concise, logical and grammatically correct documents, reports and presentations.
• Ability to accept, direct and perform responsibilities and assigned tasks as a project team member.
• Ability to explain policies, procedures and directions and represent the Corps’ philosophy and values to a wide range of audiences including Corpsmembers, programmatic staff, management and the public.
• Ability to structure tasks, establish priorities and set goals.
• Ability to work independently.
• Advanced level of computer skills (Microsoft Office environment) including software and Internet research.
• High level of interpersonal skills, integrity and the ability to keep information confidential.
• Use good judgment; evaluate alternatives in the achievement of quality outcomes.
• Results-/Solution-oriented; flexible.
• Passion for the Corps and ability to articulate its mission.

EDUCATION/EXPERIENCE
• 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 three (3) years of experience in contract compliance, 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 or a juris doctor degree; Previous experience working in the non-profit or public sector; Familiarity with Salesforce products; preferred

OTHER DUTIES AND REQUIREMENTS
• Attend events and meetings in the community to support the Corps’ projects. This can involve working Saturdays or Sundays, as needed.
• Pass a post-offer drug/alcohol screen test before commencing employment (required to submit for the drug/alcohol screening at a company designated facility).
• Pass a post-offer Live Scan (fingerprint/background clearance-Department of Justice) before
JOB DESCRIPTION

commencing employment.

• California Class C Driver’s License, validation of a California Class C Driver’s License, validation of driving record and approval of commercial policy insurability is required in conjunction with proof of personal minimum liability insurance coverage per the requirements of the state of California.

• Occasional use of private vehicle for company purposes; validation of driving record and approval of commercial policy insurability is required in conjunction with proof of personal minimum liability insurance coverage per the requirements of the State of California. Mileage will be reimbursed at the Internal Revenue Service (IRS) standard mileage rate.

• Reference checks will be conducted; employment is contingent upon receipt of acceptable references.

SALARY AND BENEFITS

• Salary $71,696.35 - $93,414.45 annually (reflects the entire salary range). A starting salary higher than $71,696.35 annually is based on a level of experience and education that significantly exceeds the minimum requirements and is commensurate with the compensation scale (salary range).

• Medical, Dental, Vision Benefits

• Vacation, Sick and Personal Holiday Benefits

APPLICATION PROCEDURE

Email cover letter and resume. The Los Angeles Conservation Corps only employs individuals who are lawfully authorized to work in the United States.

Based upon a review of your resume, application and supportive information, applicants will be considered for the interview portion. The interview will cover education and experience requirements. Applicants who need reasonable accommodations to apply or interview for this position must notify Human Resources at least four (4) business days before the closing date of the position or, if applicable, at the time an interview is scheduled.

AA/EEO STATEMENT

It is the policy of LA Conservation Corps to seek and employ qualified workforce at all locations, job sites, and facilities, and to provide equal employment opportunities for all applicants and employees in recruiting, hiring, placement, training, compensation and benefits, promotion, transfer, and termination.

LA Conservation Corps
Equal Opportunity Employer

www.lacorps.org