



Women In Distress - Compliance Manager

Reports To: Executive Vice President

Days/Hours: Monday-Friday 9a.m.-6p.m. with weekend and evening flexibility.

Education and Experience:

- BA or BS and a minimum of 3-4 years of work related experience in contract and/or grant compliance management.
- Working knowledge of nonprofit business operations and federal/state grant and contract funding mechanisms.
- Valid Florida driver's license. Safe driving record. Proof of Automobile Liability Insurance

Salary Range: Compensation is commensurate with experience.

Workplace Location(s): Jim and Jan Moran Family Center, Deerfield Beach, FL. Position requires light travel within the county from time to time.

Position Summary: This position works closely with the Grant Management Team in ensuring that the organization is in compliance with all federal, state, and local government regulations as it relates to grant contractual agreements.

Essential Job Functions:

- Designs, implements and monitors contracts management workflow processes, and procedures in partnership with the grant management team and oversee the continual improvement of contracts management operational systems, processes and policies including quality assurance processes.
- Provides technical assistance and conducts regular compliance meetings with program managers to meet reporting requirements within defined timeframes. Ensures all related departments are in compliance with all regulatory and contract and monitoring requirements and/or changes implemented by any regulatory, licensing, contract or grant agency.
- Serves as primary point of contact for organization's accreditation process and all monitoring and site visits from funding agencies, including informing programmatic, fiscal, and other staff of requirements and responsibilities.
- Provides direct assistance in the formulation and implementation of policies and procedures as they affect the administration of grant contract management.
- Develops trainings and provides oversight to facilitate the preparation of reports and documentation required by grantors.
- Oversees client management database and contracts management tracking tools/systems.

- Assists in the preparation and completion of statistical and data drive reports for internal and external stakeholders.
- Processes award documents, drafts sub-agreements, MOU's, and similar documents.
- Oversees the organization's performance quality improvement plan in partnership with the management team.

Skills Required:

- Superior project/time management skills - including planning/prioritizing, analysis, attention to detail, and advanced problem diagnosis and creative problem solving skills.
- Excellent communication skills.
- Must be proactive, energetic, self-motivated, solution-oriented team player and able to meet deadlines with the ability to balance multiple tasks with accuracy to details.
- Must be reliable, flexible, and have the ability to work in partnership with other team members.
- Possess a motivated, "self-starter" personality, with the ability to learn and adapt quickly to changing needs.
- Work well under pressure and with a variety of people.
- Skilled in using databases, including creating queries and reports.
- Advanced computer database and Microsoft Office software skills (including Word, Excel, Outlook, PowerPoint).

Additional requirements: Employee will be required to take the Florida Coalition Against Domestic Violence (FCADV) Core Competency training and obtain a passing grade of 75% or higher.

To Apply: Send letter of interest & updated resume to employment@womenindistress.org. No phone calls please.

Women In Distress does not discriminate by reason of race, sex, color, age, national origin, religion, mental or physical ability, sexual orientation, gender identity, veteran or military reserve status, immigration status, or language spoken. All room assignments, activities, programs, etc. are provided in a non-discriminatory manner. Applicants with disabilities who may need accommodations are encouraged to contact Diane Smith, Human Resources Manager at 954-760-9800 ext. 1034 5 days prior to scheduled interview, so that reasonable accommodations may be coordinated.

Date position will be available: Immediately

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power

of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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