

# JOB DESCRIPTION



**Job Title:** Compliance Manager  
**Reports To:** Director of Operations  
**Status:** Full-Time, Exempt  
**Salary:** DOE + Benefits

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*Fresno Building Healthy Communities does not discriminate on the basis of race, color, religion, origin, gender, national origin, age, marital status, military service, disability or sexual orientation. Reasonable accommodations provided upon request. All applicants tentatively selected for this position will be required to pass a background screening and submit to any required tests to screen for illegal drug and alcohol use prior to employment.*

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## ORGANIZATION BACKGROUND

Fresno Building Healthy Communities (Fresno BHC) works with community leaders, non-profit and faith-based organizations, and policymakers to foster and encourage thriving communities where all children and families can live healthy, safe, and productive lives.

Fresno BHC's work is grounded in the underlying belief that social, environmental, political, and economic factors together have an impact on the health and wellbeing of individuals and community as a whole. Fresno BHC works to continually engage a diverse constituency across the Central Valley around issues related to education, health, land-use, youth leadership, civic engagement, and community development, with special focus on residents living in central, southeast, and southwest Fresno.

Representing more than 97,000 south Fresno residents, Fresno BHC is building a movement to change policies and systems in order to create *One Healthy Fresno* for everyone.

## POSITION DESCRIPTION

Under the general supervision of the Director of Operations, the Compliance Manager is responsible for ensuring Fresno BHC's operations and processes follow all relevant legal and internal guidelines. The Compliance Manager is responsible for reviewing employee, partner, and contractor work, developing organizational policies, and responding to policy violations. This role requires the use of independent judgement and the ability to identify, analyze and resolve significant issues as they arise. The Compliance Manager tracks, reports, and presents data, procedures, and advises on compliance issues. The Compliance Manager must be fluent in risk management and non-profit operations.

## RESPONSIBILITIES

1. Review policies, procedures, and practices for compliance with government/grant regulations, sound business practices, and organizational needs and objectives; identify and help implement new and/or enhanced practices.
2. Work with the Executive Team to integrate compliance expectations into grant applications, program delivery activities, outcomes, and reporting.
3. Grant and contract management, including compliance, reporting, and financial management, with a primary focus on grants and contracts received, but also administer subgrants and contracts.
4. Overall responsibility to ensure that management of programs and projects meet all contractual obligations on time, in scope, and on budget.
5. Develop, implement, and manage an effective legal compliance program.
6. Create sound internal controls and monitor adherence to them.
7. Proactively audit processes, practices, and systems to identify weaknesses or risks.
8. Conduct routine compliance reviews of grant programs; review of contract and grant terms and conditions, program site visits and internal audits, and other mechanisms applicable to monitoring; provide sound advice and recommendations to resolve issues/concerns.
9. Educate and train employees on regulations and industry best practices.
10. Address employee concerns or questions on legal compliance.
11. Lead the development and implementation of policies, procedures, training, compliance tools, and systems. Work with the CAO to draft and revise organization policies, as needed

12. Facilitate preparations for external monitoring visits, reviews, audits, and evaluations and participate as appropriate.
13. Keep abreast of internal standards and business goals. Research current, new and proposed regulatory requirements (e.g., statutes, regulations, bulletins, etc.) to determine impact to the organization.
14. Ensure secure management of sensitive and confidential information.
15. Coordinate and compliment compliance activities with those of other departments, functions, and committees (e.g., various programs, Risk Management, Human Resources, etc.).
16. Provide guidance and/or develop summaries related to regulatory requirements; identify possible courses of action for various departments and programs.
17. Participate in planning and coordination of multiple projects and programs of considerable scope and complexity.
18. Maintain flexible hours as some meetings and project activities may occur outside normal office hours, on weekends.
19. Other duties as assigned.

## **REQUIREMENTS**

The Compliance Manager must be professional, highly analytical, and possess excellent written and verbal communication skills. They must have in-depth knowledge of corporate non-profit standards and regulations, excellent knowledge of reporting procedures and record keeping, and high ethical standards. They must be comfortable saying "no" when necessary and be results-oriented.

They must be a graduate from an accredited college or university with a bachelor's degree in law, finance, business management or a related field and have at least three (3) years of experience in a compliance manager role with demonstrated ability to work in a fast-paced environment with multiple competing demands. Certified compliance professional is a plus.

Must possess a valid California Driver's License and verifiable automobile insurance and have the use of a reasonably reliable automobile for use on the job, ability to pass background checks and LiveScan fingerprinting, and must be able to occasionally lift up to 40 pounds.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Deep interest in and commitment to the vision, mission, and work of Fresno BHC.
2. Must be flexible and adaptable; creative thinker and problem solver who is also open to the insight of others.
3. Excellent organization and attention to detail; ability to prepare timely, proper, clear, and concise comprehensive reports, summaries, abstracts, correspondence, and other documentation.
4. Ability to understand and carry out oral and written instructions.
5. Strong listening, interpersonal, networking, and customer service skills; ability to communicate effectively, clearly, and concisely both orally and in writing.
6. Knowledge of general office practices, procedures, and terminology.
7. Knowledge of the principles, methods, and issues of compliance.
8. Strong knowledge of federal, state, and local regulations and guidelines relating to 501c3 organizations and the ability to accurately apply, interpret and administer.
9. Working knowledge of nonprofit business operations, social services industry, and federal/state grant and contract funding mechanisms and processes. Ability to monitor accounting and regulatory guidelines as they related to financial reporting and documentation.
10. Ability to evaluate policies, procedures, and practices, and recommend improvements.
11. Ability to exercise tact, good judgment and initiative, and ethical conduct.
12. Must be able to operate modern office equipment including computer hardware, software, copy machines, scanners, multi-line phone systems, internet, and web-based applications; proficiency in Microsoft Office Suite, accounting software, and ability to use online database systems.
13. Willingness and desire to participate in unexpected projects and support team in attainment of organization-wide goals and objectives.
14. Flexibility, professional demeanor, ability to respond calmly and positively to rapidly changing situations.
15. Must be able to maintain accurate records, compile reports of statistical data.

16. Display a high degree of initiative, maturity, integrity, loyalty, accountability, creativity, and good judgment; excellence in professionalism with the ability to maintain strict confidentiality.
17. Demonstrated ability to develop and maintain effective working relationships with co-workers, partners, and people from diverse backgrounds and communities; ability to work independently and as a member of a team.
18. Ability to speak, read, and write a second language is highly preferred.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to use hands and fingers. The employee frequently is required to stand, walk, sit, reach with hands and arms, kneel, talk, and hear. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The position typically works indoors in an air-conditioned office, with a mixture of natural, incandescent, and florescent light. Typical noise levels are muted by acoustic ceilings, carpets, and sound-deadening wall panels. Occasionally, the position is called upon to work outside of the office at a public meeting or event. Some of these occur indoors, while others occur outside with exposure to weather and temperature extremes and moderate noise levels. This position requires travel and the ability to interact with others in both small and large group settings. At times, this position may include periods of extended physical activity, such as walking/standing at community events and/or moving and setting up equipment. The employee is frequently required to meet multiple demands from several people.

*NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements, which may change from time to time based on business needs. When appropriate, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the job, so long as those accommodations do not create an undue hardship for the company. However, regular attendance and promptness are considered part of each employee's essential job functions.*