

THE RESURRECTION PROJECT

Job Description



Position Title	Compliance Manager
Supervisory Relationship	Chief Operating and Enterprise Officer (COO)
Work Location	1801 South Ashland, Chicago, IL 60608
Organization General Description	After 27 years and an initial seed capital of \$30,000 from area parishes, The Resurrection Project (TRP) has grown to become a powerful and effective social enterprise that seamlessly blends community development, community organizing, and advocacy with human service delivery to create vibrant, healthier, and involved communities. Our efforts have resulted in leveraging over \$469 million in community investment.
General Job Description	The Compliance Manager is responsible for the development, implementation, and monitoring of compliance and privacy for the organization.
Job Duties and Responsibilities	<ul style="list-style-type: none">• Develop, initiate, maintain, and revise policies and procedures for the general operation of the compliance function (general contract compliance, other compliance requirements mandated by governing regulatory bodies and related activities to prevent illegal, unethical, or improper conduct).• Manage day-to-day operation of the compliance function.• Act as a resourceful leader regarding regulatory compliance issues.• Actively seek up-to-date material and releases regarding regulatory compliance, and distribute to appropriate departments.• Create and update a compliance plan as changes occur within the law and/or regulations, and present these changes to the COO, Human Resources, and Comptroller for review and further distribution.• Report on a regular basis to the COO on the progress of implementation.• Establish methods to improve the organization's quality of service and to reduce vulnerability to fraud, abuse, and waste.• Ensure the development and implementation of multifaceted communication, education, and training that focuses on the elements of the compliance function, and seek to ensure that all employees, management, and appropriate contractors are knowledgeable of, and comply with, pertinent federal, state, county, and city standards.• Develop, periodically review, and updates Standards of Conduct to ensure continuing currency and relevance in providing guidance to management and employees.• Direct and oversee internal audits established to monitor effectiveness of compliance standards, regulations, and contracts; support continuous quality improvement initiatives.• Independently investigate and act on matters related to compliance, including the flexibility to design and coordinate internal investigations (e.g., responding to reports of problems or suspected violations), and any resulting corrective action with all departments, providers, sub-providers, agents, and independent contractors.• Respond to requests, concerns, complaints, and questions related to the compliance function, and continuously develop policies and programs which encourage employees to report suspected fraud and other improprieties without fear of retaliation.• Maintain working knowledge and real-world experience in planning, managing, and executing compliance initiatives.• Perform other duties as assigned by the COO.

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Essential Knowledge and Skills	<ul style="list-style-type: none">• Minimum of five years of experience in corporate or nonprofit organization compliance preferred.• Bachelors Degree preferred.• Knowledgeable in residential and commercial property insurance.• Proficiency in Microsoft Office (Word, Excel, PowerPoint) and Smartsheet).• Experience with file systems, and archival data management.• Respect the confidential nature of all information.• Strong people and project management skills.• Knowledgeable in federal, state, county, and city business filings.• Strong contract negotiation skills as both a strategic advisor and direct negotiator for a broad variety of services.
Special Working Conditions and Demands	<ul style="list-style-type: none">• Must be able to work some evenings and weekends.
Position Classification	Full-Time, Exempt
Preparation Date	8/16/17
Statement of Equal Opportunity	The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.
Application Instructions	Please send resume and cover letter by email or mail. No phone calls please.
Contact Information	Email: trpjobs@resurrectionproject.org Mail: Human Resources, 1818 South Paulina, Chicago, IL 60608