



POSITION ANNOUNCEMENT

POSITION: Housing and Community Development Compliance Manager

OPEN: Immediately

LOCATION: Phoenix, AZ

CLOSE: Until filled

CONTACT: Loretta Rodríguez, Senior Director, Human Resources

SALARY: Commensurate with experience

BACKGROUND

The National Council of La Raza (NCLR)—the largest national Hispanic civil rights and advocacy organization in the United States—works to build a stronger America by creating opportunities for Latinos. Through its network of nearly 300 affiliated community-based organizations, NCLR reaches millions of Hispanics each year in 37 states, Puerto Rico, and the District of Columbia. To achieve its mission, NCLR expands opportunities for Latinos through capacity-building assistance to a national network of multiservice Affiliate organizations rooted in Latino communities; robust and tested program models; applied research, policy analysis, and advocacy; and civic engagement efforts. In addition, NCLR strengthens these efforts with communications and collaboration with a range of external partners.

Founded in 1968, NCLR is a private, nonprofit, nonpartisan, tax-exempt organization headquartered in Washington, DC, serving all Hispanic subgroups in all regions of the country. It has state and regional offices in Chicago, Los Angeles, Miami, New York, Phoenix, and San Antonio.

SUMMARY

NCLR is seeking a full-time Housing and Community Development Compliance Manager in its Phoenix, AZ office. The Compliance Manager is a member of NCLR's Housing and Community Development (HCD) component, responsible for ensuring the component adheres to all program and legal standards and in-house policies. The Compliance Manager will support the Associate Director of NCLR's Homeownership Network (NHN) and the Vice President of HCD with the enforcement of regulations in all aspects and levels of business, as well as provide guidance on compliance matters. The Compliance Manager reports to the Associate Director of NHN, and works with limited supervision to assist the Associate Director of NHN and the Vice President of HCD in performing multiple duties related to the compliance requirements and responsibilities of the component.

RESPONSIBILITIES

- Be well-versed in program guidelines and risk management best practices.
- Preserve the company's integrity by ensuring that it stays on a lawful and ethical course.
- Meet or exceed all compliance audit and reporting deadlines.
- Conduct periodic internal reviews or audits to ensure that compliance procedures are followed.
- Conduct or direct the internal investigation of compliance issues.
- Assess product, compliance, or operational risks, and develop risk management strategies.
- Identify compliance issues that require follow-up or investigation.
- Disseminate written policies and procedures related to compliance activities.
- File appropriate compliance reports with requesting entities.
- Coordinate with our third-party vendor to ensure our systems are in compliance with vendor requirements.
- Maintain documentation of compliance activities, such as complaints received or investigation outcomes.
- Consult with component Director and VP to address difficult legal compliance issues.
- Discuss emerging compliance issues with management or employees.
- Collaborate with Director and VP to ensure the implementation of consistent disciplinary action strategies in cases of compliance standard violations.
- Provide employee training on compliance related topics, policies, or procedures.
- Assist internal or external auditors in compliance reviews.
- Prepare management reports regarding compliance operations and progress.
- Monitor compliance systems to ensure their effectiveness.
- Report violations of compliance or regulatory standards to leadership.
- Keep informed regarding pending industry changes, trends, and best practices and assess the potential impact of these changes on organizational processes.
- Verify that all compliance and risk management policies and procedures have been documented, implemented, and communicated.
- Direct the development or implementation of compliance-related policies and procedures throughout the component.
- Work closely with HR in ensuring NCLR employee trainings, and initiatives (e.g. disaster preparedness) are completed by staff.
- Train and oversee support staff as assigned.

QUALIFICATIONS

- Bachelor's degree in compliance-related field, and three to five years of experience in compliance, or four years of experience in addition to that required.
- Proven experience as compliance manager or director, with compliance focus.
- In-depth knowledge of the industry's standards and regulations.
- Excellent knowledge of reporting procedures and audits.
- A business acumen partnered with a dedication to legality and ethics.

- Methodical and diligent with outstanding planning abilities.
- An analytical mind able to “see” the complexities of procedures and regulations.
- Excellent communication skills.
- Good communication and staff development skills.
- Excellent technology skills, and ability to implement ideas that improve efficiency.
- High level of competence with creating spreadsheets, and utilizing databases and word processing software.
- Strong sense of self-motivation and personal initiative; ability to work with minimal supervision and meet deadlines.
- Ability to work effectively as a member of a team and across components with all NCLR staff.
- Good judgment; ability to know when to act independently and when to consult for advice on decision-making.
- Exhibit unquestionable integrity.
- Excellent organizational skills in a complex environment; personal initiative to address organizational issues without direct guidance.
- Adherence to NCLR’s mission and values.
- Willing to work additional hours as necessary.

Please include “HCD Compliance Manager” in the subject line of any email submissions.

SEND COVER LETTER AND RÉSUMÉ TO:

National Council of La Raza
 1126 16th Street, NW
 Washington, DC 20036
 Fax: (202) 776-1730
 Attn: Loretta Rodríguez
hrmail@nclr.org
No phone calls please!

EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.