



APRIL 2021

Senior Director, Business Compliance

The Senior Director, Business Compliance will apply expertise and experience in non-profit association governance and business compliance to help ensure the highest ethical standards in PAEA's business and governance practices. This position will create and execute a comprehensive business compliance program, identifying and mitigating risks, evaluating solutions for internal vulnerabilities, addressing issues identified through compliance audits, and conducting routine independent reviews. The senior director will hold primary responsibility for financial oversight and compliance for all PAEA's external funding sources, including federal grants and grants from other organizations. The senior director will work closely with senior leaders to update and maintain PAEA's policies and procedures and will serve as staff partner to PAEA's Governance & Ethics Board.

This position is part of PAEA's Operations Team and reports directly to the Chief Operating Officer. This position is also a member of the Senior Leadership Team.

Supervisory Responsibilities: This position may have supervisory responsibilities.

Duties/Responsibilities:

- Develop a compliance program
- Develop a plan for and lead routine reviews and revisions to the Association's policies, procedures, bylaws, contractual agreements, etc. to ensure compliance with all applicable local, state, federal laws, rules, and regulations.
- In consultation with legal counsel and other appropriate stakeholders, ensure all Memorandums of Understanding (MOU), Statements of Work (SOW)s, contracts, and agreements are accurate, current, and favorable to the needs and interests of the Association.
- Develop a process to track contract renewals and expirations to ensure timely follow-up and decision-making.
- Advise on compliance issues across the Association.
- Conduct routine reviews of Association policies, processes, and data related to risk from internal and external resources to identify and proactively address issues.



- Review contractual agreements made between the Association and external consultants, vendors, and contractors to ensure accuracy and compliance with Association policies and budget allocation.
- Work with legal counsel to address questions and concerns identified in contractual agreements and other compliance related issues.
- Develop reports and presentations to ensure leadership remains apprised of potential risks and the steps being taken to manage, mitigate, and/or avoid risks.
- Develop and implement appropriate risk assessment models and methodologies.
- Develop and implement contingency plans to manage business interruptions, volatile market events, and other emergencies.
- Keep relevant staff apprised of risks related to PAEA's products and services.
- Draft and evaluate correspondence, risk disclosures and similar documentation.
- Provide reports, audits, data, and procedures to the Board, senior leadership team, and other staff teams when needed.
- Conduct and coordinate trainings as necessary for compliance and risk management priorities.
- Maintain knowledge of existing and emerging rules and regulations related to the Association's products and services; assesses and explain how new requirements may affect the organization in terms of risk exposure.
- Oversee the Association's federal grants and other external funding sources and reporting to ensure compliance with all required regulations.
- Serve as the staff partner for PAEA's Governance & Ethics Board
- Perform other duties as assigned.

Required Experience:

- Demonstrated record of success in non-profit Association business and governance.
- At least three years of related experience required.

Required Capabilities:

- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Proficient with Microsoft Office Suite or related software

Qualifications:

- Minimum: Bachelor's degree in Risk Management, Finance, Business Administration, or industry-related area required.
- Preferred: MBA