



Senior Manager, Compliance Job Description

Job Title:	Senior Manager, Compliance
Level and Grade:	Senior Manager/Grade 80
Job Type:	Full-time position
Reporting Manager:	Senior Director, Compliance
Department:	Legal and Compliance
Office:	Baltimore, MD / Washington, DC / Remote
Date:	2 September 2022

About Corus International:

Corus International leads an ensemble of social impact organizations working together in the world's most fragile settings to deliver the holistic, lasting solutions needed to overcome the interconnected challenges of poverty, health care access and climate change. Corus is a new model in the international space, creating a consortium of specialized non-profit and for-profit entities for greater impact. Additional growth is expected.

Corus combines over 150 years of experience of our non-profit and for-profit subsidiary organizations – LWR, IMA, CGA Technologies, Ground Up Investing, and LWR Farmers Market. Together, the organizations take a systematic approach to grow rural economies, eliminate extreme poverty, ensure access to quality healthcare, and respond to urgent humanitarian needs in fragile settings.

Further details about the organization can be found at <https://corusinternational.org>

Job Brief:

Under the overall guidance of Senior Director, Compliance, the Senior Manager for Compliance is responsible for management and administration of the Compliance Program for the organization. The Senior Manager, Compliance manages the systems and processes for the organization's and donor's compliance with guidelines, policies and procedures required by organizational policies, donors and governments. He/she effectively manages operational compliance practices, through effective systems, tools, policies and procedures that enhance organization-wide compliance.

Roles and Responsibilities:

- Responsible for developing and maintaining organizational compliance systems and act as a subject matter expert on the related databases. In collaboration with the relevant departments, manages the process of utilizing compliance related data from organization's systems into reports to effectively document and monitor compliance issues.
- Work closely with Senior Director, Compliance on developing organizational compliance framework. Develop and maintenance relevant corporate and donor compliance matrixes and compliance tracking reports.

- Act as a point of contact for subaward compliance monitoring, including development and maintenance of the subaward compliance tracking reports, compliance matrix and subaward documents library.
- Coordinates Federal Funding Accountability and Transparency Act (FFATA) reporting for subawards to USAID in collaboration with country offices and HQ Grants and Contracts staff. Coordinates subawardee's annual audit reporting, where applicable
- Provide support to staff with vetting and terrorism screening through LexisNexis platform and batch reporting of subawardees, Corus personnel, service providers and Banks.
- Responsible for Government filings and reporting. Prepares government filings, including Report of Foreign Bank and Financial Accounts (FBAR), USAID registrations, Bureau of Economic Analysis (BEA), USG System Award Management (SAM) registration and other filings required by the Government. Maintains central filing system for government filing and reporting.
- Create training materials and deliver compliance related trainings.
- Responsible for creating metrics dashboards, spreadsheets, PowerPoints and other reporting and data analysis tools.
- Keep current on regulations and other pertinent information about the various donors and governments. Actively participate in the achievement of the department's goals, departmental meetings and working groups.

Supervisory:

None.

Education & Experience:

- Bachelor's Degree required in the areas of finance, business administration, law, or related field.
- Minimum seven years progressive and current experience in international development grants, contracts and compliance management.

Technical Competencies:

- Experience with organization-wide compliance and risk assessment tools and other enterprise risk management systems and procedures.
- Knowledge of risk management methods and analytical techniques. Proven experience in developing systems, tools, and internal control procedures required to mitigate compliance risks.
- Knowledge of U.S. Government, U.K. Government (Foreign, Commonwealth and Development Office-FCDO) and other international donor's rules, regulations, policies, procedures, and compliance issues associated with those requirements.
- Experience working with international finance, contract and grants, programs, cost and pricing and business development functions.
- Superior skills in Excel, Salesforce platforms, relevant software and data base packages (e.g., Salesforce, Excel, Adobe).

Non-Technical Competencies:

- Good interpersonal skills and the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Ability to develop and maintain effective working relationships with staff at all levels.
- Organized, detail-oriented with strong quantitative and analytical skills. Ability to prioritize workload, assume responsibility for work, and follow through to completion meeting deadlines in a fast-paced environment.
- Ability to work in challenging and changing environments, and to see through challenges to find creative solutions.

- Commitment to Corus core values and ability to model those values in relationships with colleagues and partners.

Other Duties:

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities, and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor.

Working Conditions, Travel and Environment

- The duties of the job require regular attendance at least 5 days/week. The employee must be available to work outside normal office hours or on the weekends as required.
- This position must be able to travel as required for standard domestic and international business purposes. While performing the duties of this job in different locations, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.
- Willingness to travel internationally up to 10% per year.

Diversity, Equity, Inclusion and Zero Tolerance to Abuse

As a member of Corus Family, each employee is expected to:

- Help to develop and maintain an environment that welcome and develop a diverse workforce.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
- Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and traffic in persons.

Corus International prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, sexual orientation, protected veteran status, or any other characteristic protected by U.S. or International law.

Employee's Signature

Date