



Director of Compliance

Location:
Lawrenceville, NJ

Position Type/Classification:
Full-time/Exempt

Reporting to:
Chief Financial and Administrative Officer

Compensation:
\$70,000-75,000/year

Organization Overview

Since its inception 30 years ago, HomeFront has worked to break the cycle of poverty and end homelessness in Central New Jersey, serving tens of thousands of Mercer County, New Jersey families. In the past year alone, families came to us over 50,000 times for shelter, food and life-changing assistance. Started by volunteers providing meals for families living in welfare motels in and around Trenton, HomeFront has since developed a holistic array of services for clients who are experiencing homeless, facing complex barriers to economic opportunity, or working hard to make ends meet.

Our work is best captured by our mission statement:

HomeFront's mission is to end homelessness in Central New Jersey by harnessing the caring, resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We work to give our clients the skills and opportunities to ensure adequate incomes, and we work to increase the availability of adequate, affordable housing. We help homeless families advocate for themselves individually and collectively.

Job Summary/Objective

HomeFront is currently seeking an experienced risk management professional and exceptional manager to serve as Director of Compliance. HomeFront's Director of Compliance plays a key leadership role in helping shape and deliver on the strategic goals of the organization. The Director of Compliance is responsible for overall risk management at HomeFront, Inc. They ensure HomeFront conducts its business in accordance to the highest standards of ethical business practices and in compliance with laws, regulations and requirements. The role is also responsible for compliance with various grants and contracts, and mitigating risk in meeting the standards defined in policies and procedures.

The Director provides the leadership, management, and vision necessary to ensure HomeFront meets all of the requirements of its grantors, has appropriate liability insurance coverage, carefully reviews all contracts to ensure HomeFront's interests are fairly represented, and works

with program management and accounting to verify required record keeping. The position accomplishes this through a respectful, constructive, and energetic style, guided by HomeFront's goals and objectives. The Director of Compliance reports to the Chief Financial and Administrative Officer.

The ideal candidate will bring extensive nonprofit risk management experience, including grant management and insurance program expertise. The top candidate is a detail-oriented problem-solver who thrives on information command and accurate record keeping while facilitating strong collaboration and communication across the organization.

The Director of Compliance is an advisor to HomeFront's senior leadership team. The Director must bring a diverse set of skills to provide vision and leadership in the areas of:

- Grant compliance,
- Contract terms and conditions,
- Compliance with laws and regulations,
- File audit and review,
- Safety,
- Corporate liability insurance

Essential Job Functions/Responsibilities:

- Develop compliance strategies by contributing information, analysis and recommendations to strategic thinking and direction to executive leadership
- Recommend and draft organizational policies and procedures associated with risk mitigation and compliance-related activities
- Conduct periodic audit of client files completed by HomeFront programs
- Establish compliance standards and design improvements to internal control structures
- Minimize legal risks by understanding current and proposed legislation, enforcing regulations, recommending new procedures, and complying with legal requirements
- Track applicable laws and regulations, anticipate emerging compliance trends
- Maintain conformity with licensing requirements for emergency shelter, child care, summer camp, and all other programs as needed
- Ensure adequate liability insurance coverage across multiple domains including general and professional liability, commercial property, business auto, and workman's compensation.
- Process insurance claims and monitor progress toward resolution
- Work and partner with management to ensure a safe and secure work environment with an eye toward minimizing insurance loss experience
- Collaborate with safety team to identify opportunities and provide resources to minimize workplace injuries and accidents and conduct safety inspections and audits
- Maintain currency in job knowledge by participating in educational opportunities and participating in professional organizations
- Review contracts to ensure terms and conditions are equitable and appropriate
- Keep digital archive of all contracts, MOUs, agreements, and other significant documents

Required Competencies:

- Management and leadership
- Attention to detail
- Strategic vision
- Critical thinking
- Excellent problem-solving skills
- Data analytics skills
- Strong organizational skills
- Understanding of regulatory frameworks
- High degree of integrity
- Communication excellence, both oral and written
- Strong and proactive time management skills

Minimal Required Qualifications:

- Bachelor's degree
- Five Years' experience in Risk Management
- High proficiency in MS Office Suite

Physical Demands:

- This job operates in an office setting using standard office equipment such as computers, phones, calculators, copiers, fax machines, and file cabinets
- Ability to sit, stand, walk, climb steps, bend and lift files

Travel:

- Minimal local travel to meetings may be required

Other Duties:

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may be added or changed at any time.

Disclaimer:

- This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights at any time.

HomeFront, Inc. is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.