



ncnw
commitment | unity | self reliance

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Compliance Manager

NCNW is a national civil and human rights organization, based in Washington, DC. NCNW was founded by the renowned educator and civil rights activist Dr. Mary McLeod Bethune in 1935. Today, Rev. Shavon Arline-Bradley is President and CEO of NCNW. NCNW has more than 300 sections (chapters) across the US and leads a coalition of 33 national women's groups. NCNW's mission is to lead, advocate for and empower women of African descent, their families and communities. To learn more about NCNW, visit www.ncnw.org. **To apply send your resume and cover letter to jobs@ncnw.org**

JOB SUMMARY

The National Council of Negro Women's mission is to lead, advocate for, and empower women of African descent, their families and communities. We seek a highly motivated, experienced individual to take on the membership compliance management system. We are looking for an experienced Compliance Manager to ensure NCNW sections, affiliates, and members adhere to legal standards and in-house policies. You will be responsible for enforcing regulations in all aspects and levels of membership administration as well as provide guidance on compliance matters. Under the direction of the Director of Membership, this position is primarily responsible for ensuring our membership lists are accurate and all memberships are active and compliant as pertaining to the National Bylaws.

RESPONSIBILITIES

- Develop and oversee control systems to prevent or deal with violations of legal guidelines, bylaws and internal policies
- Work with each section and affiliate to ensure all compliance needs are met
- Create and manage an information system that tracks all compliance needs
- Evaluate the efficiency of controls and improve them continuously
- Revise procedures, reports etc. periodically to identify hidden risks or non-conformity issues
- Collaborate with general counsel and membership department to monitor enforcement of standards and regulations
- Prepare reports for senior management and bylaws committee as appropriate
- Assess new initiatives to support NCNW's strategies
- Evaluate and address the sections' risks, strengths, and weaknesses
- Monitor compliance progress and oversee compliance related section managers, ensuring that paperwork, budgets, and overall goals are met

MINIMUM ACCEPTABLE QUALIFICATIONS

- Four to five years of related experience.
- Ability to perform responsible administrative functions.
- Experience using Google Apps, Give Cloud or related information management database
- Good communication and interpersonal skills
- Demonstrated ability to work independently and exercise sound judgment.

Shavon Arline-Bradley
President & CEO

Dr. Mary McLeod Bethune, Founder
Dr. Dorothy Irene Height, President Emerita

Dr. A. Lois Keith, National Chair

Krystal Ramseur Ali, MPA
Chief Operating Officer

Contributions are tax deductible.