
Administrative & Compliance Director Job Description

Organization Mission: Our Mission is to deliver exemplary services by providing financial education, training, and access to capital to support sustainable business and community development while improving the quality of life within our communities.

A Native CDFI (Community Development Financial Institution)

Position Title: Administrative & Compliance Director
Location: Hybrid
Salary: \$62,400
Class: Exempt-Salaried
Supervisor: Executive Director

Position Summary: Looking for a highly ambitious individual to manage all administrative & compliance functions to benefit our organization. This critical position will oversee our grant and all other funding to fulfill our mission, build strong accounting, tracking & reporting. Have passion for helping Native Communities, a desire to build financial knowledge, and seek to support team cohesiveness. This individual will understand the true importance of success through building framework of consistency, accountability, and adherence that create the health and heartbeat of an organization. They will oversee the entire grant process and provide administrative and technical support to the organization. The strong administrative & compliance oversight will create, implement, and manage the processes & policies to ensure strong foundations that will sustain growth and success throughout our communities well into the future.

Duties & Responsibilities include:

1. Ensures that the company complies with its outside regulatory and legal requirements as well as the internal policies and bylaws
2. Has the duty to work with management and team members to identify and manage regulatory risk
3. Supervise administrative team members and create cohesive team support throughout the organization
4. Maintain and update administrative and financial data in the organizations systems, ensuring the accuracy and integrity of data
5. Teach, integrate, and monitor all team members on new or updated policies and procedures, underwriting, programs, and financials so that they correctly design and implement projects that adhere to the funding guidelines
6. Review proposed budgets by the team to ensure that they conform to the policies and procedures of the organization
7. Coordinate the procurement process for project and other related purchasing activities
8. Prepare the necessary documents for projects
9. Review all grant-related payment requests, bills, invoices, statements and storage of all documents
10. Analyze monthly financial reports with the Executive Director, make corrections to grant income and expenditures as necessary and communicate changes to the Executive Director and accounting

11. Seek additional funding sources to support and expand projects
12. Represent and promote the organization during fundraising to gain new donors
13. Cultivate relationships with existing donors by completing monthly newsletters and organization events
14. Perform all grant reporting as required by funding agencies, private investors, and governmental entities
15. Establish strong data analysis, tracking, storage, and reporting for funding purposes

Requested Knowledge, Education, Skills, Abilities

- Awareness of the complexities and challenges of community development finance and small business development in Native Communities
- Ability to work constructively with diverse constituents
- Bachelor degree from an accredited university that aligns with these skills and abilities
- Ability to demonstrate good working knowledge of policies and procedures
- Significant experience with working in a team environment and/or project management
- Minimum of two years supervisory experience within an excellent team working environment
- Understanding of how to utilize technology for process & project management, tracking, reporting, providing education, presentations, and for marketing
- Excellent communication, networking, writing, and people skills
- Ability to maintain confidentiality, follow directions and procedures, and work in a professional manner at all times
- Must be self-motivated; be able to work independently and to positively motivate others
- Excellent organizational, time management, and planning skills
- Willingness to accept new challenges and opportunities
- Able to give excellent direction, model processes that have accountability, and motivate team members to uphold these processes
- Performed successfully in a role that created, and implemented policies & procedures

Benefits

- Office hours are 8am-4:30pm, with flexibility
- Remote hybrid work schedule allowed
- 401K plan match up to 2%
- HSA contribution or premium reimbursement
- Short-term & long-term disability
- Life Insurance
- Excellent training opportunities to network and expand your knowledge base

To Apply: Please send resume and completed applications to Fncfadmin@ho-chunk.com or Stephanie.Clark@ho-chunk.com. For more information check our website at firstnationsfinancial.org.
