

**UVI RTPark**  
**JOB DESCRIPTION – COMPLIANCE MANAGER**

**POSITION TITLE:**

Compliance Manager

**POSITION SUMMARY:**

The Compliance Manager is required to work in strict adherence to the RTPark Program's policies, rules and regulations while not losing sight of the objectives of the program. The Compliance Manager designs, manages, and executes the RTPark's compliance program to ensure operational and program efficiency. He/She is expected to provide data compilation and analysis and evaluation of RTPark's operations, including monitoring the compliance of clients with Park Tenant Agreements, continuous identification of hidden risks and recommendations for programmatic improvement.

**REPORTING RELATIONSHIPS:**

The Compliance Manager reports directly to the Executive Director of the UVI RTPark. This position may supervise and be responsible for the performance management of administrative employees and/or UVI student interns.

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

- Manages the compliance unit. Supervises compliance unit staff.
- Responsible for the regulatory records database of key client documents.
- Responsible for the annual schedule of compliance and process reviews.
- Implements the compliance review process.
- Provides oversight and quality control to the drafting of the Compliance Review Detailed Assessment Report. Finalizes and issues the Report.
- Schedules and conducts high-level internal compliance review meeting and manages follow-up actions.
- Issues the official Compliance Review Summary Findings Report to client.
- Schedules and executes Compliance Review Findings meetings with clients and manages follow-up actions.
- Manages compliance review follow-up steps. Verifies completion of remaining actions to complete formalities.
- Responsible for communicating key messages about compliance to all stakeholders of the RTPark Program.
- Creates appropriate repositories for evaluation and assessment reports

## **OTHER FUNCTIONS AND RESPONSIBILITIES:**

- Designs evaluation and assessment tools appropriate for monitoring and analysis of RTPark Program goals.
- Develops quantitative and qualitative models to measure effectiveness of RTPark Program activities and initiatives.
- Creates reporting templates and forms for regular evaluation and assessment activities.
- Works with internal and external constituents to collect, analyze, and interpret RTPark Program performance data.
- Develops analyses and reports to help management evaluate and communicate RTPark Program's economic impact.
- Conducts focus groups with clients, community leaders, UVI students, faculty and staff, and other collaborators for evaluation and continuous improvement of RTPark programs and activities.
- Works with internal and external constituents to streamline the process of client enquiry, application, inception, and management.
- Works with internal and external constituents to manage and remediate instances of client non-compliance.
- Responsible for the annual schedule of inception meetings.
- Performs other duties as assigned by the UVI RTPark Executive Director.

## **REQUIREMENTS:**

- Ability to see the 'big picture' while focusing on the process and procedures necessary to produce deliverables is important.
- Demonstrated ability to extract and present detailed and complex data in different formats and/or present data-related media clearly and precisely to different audiences.
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
- Comfortable working independently as well as part of a team.
- Excellent verbal, written, and interpersonal communication skills.
- Demonstrated organizational skills for timely performance of duties with necessary attention to detail.

## **QUALIFICATIONS AND EXPERIENCE**

### *Required:*

- Bachelor's degree in law, finance, business administration, or a related field
- Three year's previous experience as a compliance officer, compliance manager, or related position

### *Preferred:*

- Master's in Business Administration

## **COMPENSATION & BENEFITS:**

RTPark offers a competitive salary schedule based on qualifications and experience, along with a comprehensive benefits package to eligible staff.

*The RTPark is an equal opportunity employer. Applicants from diverse cultural and socioeconomic backgrounds are strongly encouraged to apply.*