



We're Hiring!

Position: Senior Compliance Specialist or Compliance Specialist

Location: Remote

Salary: Senior Compliance Specialist: \$80-100,000 with 7+ years and/or legal experience
Compliance Specialist: \$60-80,000 with 3 to 5 years experience

Compassion & Choices is seeking a **Senior Compliance Specialist** or **Compliance Specialist (dependent on experience)** to help advance our medical outreach and education efforts across the country.

This position is primarily responsible for serving as a trusted member of the accounting and compliance team, ensuring that Compassion & Choices remains in compliance with all federal and state election laws, making sure contracts are executed properly, and serving as a trusted back up to the National Director of Finance and Compliance.

This is a full-time, remotely-located, paid position reporting to the National Director of Finance and Compliance. Compensation offered will be commensurate with experience.

We offer excellent benefits including employer-shared medical and dental insurance premiums, employer-paid short- and long-term disability, life and accidental death & dismemberment insurance, flexible spending account for medical and child care, commuter pre-tax benefit, eligibility to participate in 401K with generous 5% employer match and 100% vested at time of eligibility, 9 paid holidays, 17 PTO days first year, and floating holidays.

This position will primarily be responsible for:

- Review all new and renewing contracts and event registrations for accuracy and completeness, maintain master listings of all contracts (including pertinent information about each contract), notify appropriate managers about upcoming renewals, and obtain COO's signature on all contracts.
- Prepare all necessary lobbying reports at the federal and state level including renewals, periodic filings and tracking employee time related to lobbying activities for 501c3 H-election and 501c4 organization.
- Remain abreast of changes in federal and state lobbying laws and ensure that staff are aware of critical changes.
- Review and prepare all insurance policy renewals for the organization. Obtain all Certificates of Insurance required for one-time events and additional insureds. Work with an insurance broker and underwriter to procure most cost effective policies.

- Manage correspondence with outside vendors regarding charitable solicitation renewals. Handle all deficiency notices with the vendor and resolve any issues.
- Review staff Purchase Card receipts and documentation for compliance with IRS regulations and company policies.

Preferred Qualifications (You will be a good fit):

Education and Experience:

- Senior Compliance Specialist should have:
 - Bachelor degree in Business or related major with a minimum of 7 years of compliance work experience, OR,
 - Law degree
- Compliance Specialist should have:
 - Bachelor degree in Business or related major with a minimum of 3 years of compliance work experience, OR,
 - Associates degree in Business or related major with a minimum of 5 years of compliance work experience.

Skills:

- Ability to read, analyze and interpret requirements as described in various government entity compliance instruction guidebooks.
- Ability to respond to common inquiries or complaints from regulatory agencies or members of the business community.
- Ability to work independently and as part of a team.
- Strong administrative and organizational skills.
- High level attention to detail; ability to meet all deadlines.
- Computer Skills: Excellent computer skills, including basic report generation in Quickbooks Online.

How to Apply:

Email current resume and cover letter as one PDF document to HR@CompassionAndChoices.org. In the subject line of your email, indicate "Last_First Name, SCS 09-2020". In your cover letter, please (1) indicate how your personal philosophy aligns with our mission, (2) provide a brief summary of your directly related experience, and (3) provide your salary expectation (with a specific amount/range vs 'negotiable').

Questions about the position may be directed to HR@compassionandchoices.org.

About Compassion & Choices

Across the nation, Compassion & Choices works to create a society that affirms life and accepts the inevitability of death, embraces expanded options for compassionate dying, and empowers everyone to choose end-of-life care that reflects their values, priorities and beliefs. To make this vision a reality, we improve care, expand options and empower everyone to chart their end-of-life journey.

Compassion & Choices is committed to building a staff that reflects the diverse communities that make up our country. We are an Equal Opportunity Employer and recruit, hire, train, promote, and administer any and all personnel actions without regard to age, color, creed, disability, economic status, ethnic identity, gender identity, national origin race, religion, sex, sexual orientation, veterans status, or any other basis prohibited by applicable law.

Link to Job Description: <https://compassionandchoices.org/about-us/employment>