Compliance Coordinator

Organizational Description & Position Overview
Strategies to End Homelessness (STEH) is a nationally-recognized leader of a coordinated community effort to end homelessness in Greater Cincinnati. Since 2007, STEH has led a comprehensive system of care to prevent and eventually end homelessness in Cincinnati/Hamilton County. Working in partnership with 30 non-profit organizations, STEH coordinates a centralized emergency shelter hotline, homelessness prevention, street outreach, emergency shelter, and housing solutions.

STEH is hiring a full-time Compliance Coordinator to work closely with the Compliance Director ensuring subrecipient grant compliance with local, state, and federal regulations, and to monitor program performance. The Compliance Coordinator will be responsible for reviewing subaward agreements and participating in development and execution of subrecipient monitoring strategies. Programs include the Emergency Solutions Grant, the Continuum of Care Program, Housing Opportunities for Persons with AIDS, TANF, and other homeless service programs as needed. The Compliance Coordinator must maintain up-to-date knowledge of subrecipients, federal regulations, performance goals, other issues of compliance, local systems and policies and be competent in evaluating grant-related financial transactions and records.

Essential Job Functions
- Participate in the completion of risk assessments for each subrecipient organization
- Develop and implement annual subrecipient monitoring plan
- Write evaluation reports and corrective plans as necessary
- Review project subawards and agreements
- Stay apprised of legislative changes and their impact on the funded projects
- Research and interpret grant-specific and OMB regulations
- Assist in continuous quality improvement of the monitoring process
- Maintain records and files in audit-ready format
- Be flexible and adapt to/respond to change quickly
- Attend Compliance Department team and individual meetings
- Update and/or draft written policies and procedures
- Complete annual reporting and applications for subrecipient funding
- Conduct routine monthly and annual monitoring of subrecipients
- Provide technical assistance and training on funding requirements internally and to community partners

Education & Certification
- Bachelor’s Degree or four years relevant experience preferred

Knowledge & Experience
- Experience in a non-profit setting preferred
- Experience working with federal funding/regulatory compliance preferred
- Experience managing projects preferred
- Excellent analytical and problem solving skills required

Travel Requirements
- The person in this position will travel locally at least biweekly and will need reliable transportation. Please note: current travel is suspended due to COVID-19

Competitive Benefits
- Health, dental, and disability insurance.
- Paid time off including holidays and vacation.
- Savings plan with company match.

Strategies to End Homelessness, Inc. is an equal opportunity employer.
Interested and qualified candidates should send cover letter & resume to: hr@end-homelessness.org

Please note that, as of the date of this advertisement, STEH is operating predominately via telecommuting due to COVID-19.