SUMMARY

The Contracts and Compliance Officer will support WEConnect International’s Governance, Procurement and Regulatory processes and policies. This role will work hand in hand with the Chief Operations Officer to monitor and report on risk and regulatory compliance matters for the organization. This role with work across teams supporting a number of critical initiatives, including the development and implementation of a compliance program to ensure adherence to legislative and regulatory requirements for all policies, procedures, contracts, vendor management, and all other related matters. The successful incumbent will embody the highest ethical standards, personal and professional integrity, and respect for confidentiality. In addition, they must be diligent in their approach to work, highly responsive to all requests and inquiries both from internal and external clients. They will have demonstrated experience in establishing compliance programs, operational risk experience, exemplary writing skills, and a proven record of engaging regulatory entities.

RESPONSIBILITIES

Procurement and Contracts

- Create vendor contracts with all required terms and conditions
- Review and enforce internal procurement processes for compliance to include FAR regulations
- Review and evaluate contracts received from members to ensure requirements are compliant and in alignment with WEConnect International’s mission and values
- Develop and manage policies and procedures related to organizational compliance with applicable laws, regulations, and related contract terms and conditions; ensure appropriate parties and functional areas are aware of respective obligations as related to compliance
- When applicable, educate team on any regulatory requirements including changes, updates, or modifications which may impact their day-to-day responsibilities and interactions with clients
- Monitor and review processes and documentation, and as required, provide recommendations to strengthen and improve operations in addition to identifying cost or efficiency savings
- Identify areas for risk transformation and automation in support of increase efficiency and cost savings as compliance

Data Privacy

- Serve as Data Privacy Officer for the organization and ensure all policies and team members are up to date in terms of all required laws and practices
- Maintain and revise policies and procedures for the general operation of the Company’s Privacy policies
- Develops applicable criteria and manages the operations of the data privacy program
- Develop and maintain the organization’s Compliance Manual, Compliance Forms, Annual/Quarterly Compliance Training and Testing program
- Partner with other internal departments including Project Management, Finance, Human Resources, Member Development, Learning & Development, Certification and Registration team, and Executive leadership to address compliance issues and ensure team understanding and obligations under applicable laws and regulations
Legal Counsel

- Serve as liaison with external attorneys
- Consult with external resources to address complex legal and compliance issues
- Review and respond to any alleged violations of rules, regulations, policies, procedures, and Standards of Conduct as required
- Develop procedure for investigating claims, and ensures processes are handled in a confidential, timely and consistent manner
- Review and identify potential areas of compliance risk for the organization and develop corrective action plans for resolution of problematic issues, providing guidance on how to mitigate risk for future actions
- Draft reports for leadership team and Board of Directors regarding compliance matters
- Manage the internal development and review of legal documents associated with organizational products, materials, and contractual agreements for both members and vendors

QUALIFICATIONS & EXPERIENCE

- Experience in reviewing and supporting contracts with Governmental and Multilateral agencies
- Experience with Federal Acquisition Regulations (FAR) in the acquisition and supplies and services with appropriated funds
- Understanding and knowledge of provisions and contract clauses of the various Government Agency FAR supplements
- Experience in the review and development of Commercial contracts and agreements
- Familiarity with Data privacy and compliance such as General Data protection Regulation (GDPR)
- Demonstrated understanding of the U.S. Uniform Commercial Code (UCC) as it relates to commercial transactions within the United States
- Ability to work in the United States without Employer Sponsorship

EDUCATION & TRAINING

- Bachelor’s degree required; minimum of six years of experience in a regulatory compliance and/or legal function is preferred
- Juris Doctor required from an ABA-accredited law school
- Familiarity with Microsoft Office 365 in a PC/Laptop environment with Dell equipment

To Apply Click on the Following Link:

Click Here to Apply for the Contracts and Compliance Officer

WEConnect International is an Equal Opportunity Employer. All aspects of employment will be based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.