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**Title** HOPE Foundation Volunteer - Compliance Officer

**Reports to** HOPE Foundation Executive Director

**Background and Purpose of To The Rescue HOPE Foundation:**

The To The Rescue HOPE Foundation was established in November, 2020 and received a 501c3 Determination Letter in July, 2021.

The To The Rescue HOPE Foundation was established to secure funding and resources to improve the quality of lives for the at-risk population (primarily elderly and individuals with intellectual or developmental disabilities). Our mission is to empower and support at-risk individuals and those assisting them to live their best lives and our vision is to be the premier and largest recipient of grants, donations, etc. for the population we serve. The main focus areas in this effort are to support safe and affordable housing, employment opportunities, transportation, healthy living, community access, advocacy and other essential needs for the at-risk population in Iowa, Colorado and Arizona.

**Position Summary:**

A Compliance Officer is responsible for overseeing an organization's compliance with government laws and regulations. Duties include coordinating with management to identify potential risks, implementing policies and procedures to uphold laws and regulations and monitoring adherence to policies and procedures. Works closely with the Policy and Procedure Writer.

**Duties/Responsibilities:** The duties / responsibilities may include, but are not limited to, the following:

- Develop and implement a compliance program to ensure the Company operates in accordance with state and federal laws
- Ensure Company policies and procedures are followed
- Create a compliance resource library for employees and volunteers to reference when they have questions
- Determine compliance metrics and establish a system for tracking them
- Identify, report and eliminate risks of noncompliance, both externally and internally
- Conduct regular audits to identify potential weaknesses and noncompliance situations
- Take action in dealing with noncompliance situations, creating realistic plans to overcome them
- Communicate with employees and volunteers to make sure everyone is aware of what they need to do to comply with internal and external laws, regulations, policies and procedures
- Stay up to date on state and federal laws related to the Company and ensure policies and procedures are updated accordingly



**Required Skills/Abilities:**

- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Strong leadership skills with ability to motivate and encourage others
- Proficient with Microsoft Office Suite or related software
- Superior attention to detail to identify and correct risky practices
- Be a strong communicator and capable of expressing oneself clearly both speaking and in writing
- Possess a collaborative personality and be open to suggestions from team members
- Exemplify strong knowledge of industry protocols and best practices
- Excellent analytical skills and ability to accurately interpret complex documents
- Strong time management and organizational skills and able to meet deadlines
- Have a strong moral code and sense of ethics

**Education and Experience:**

- Bachelor's Degree in related field highly preferred
- 5+ years prior experience in risk management or compliance roles
- Have, or be willing to obtain, a compliance certification

**Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times

**Volunteer Name** \_\_\_\_\_

**Volunteer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Executive Director Name** \_\_\_\_\_

**Executive Director Signature** \_\_\_\_\_ **Date** \_\_\_\_\_