
Director of Compliance and Regulatory

Advocacy *(Remote Option from Kansas or Missouri)*

Shared Financial Solutions

Position Title: Director of Compliance and Regulatory Advocacy Department: Compliance

Classification: Exempt Revision Date: 1/11/2022

Reporting Relationships

Position Reports to: General Counsel/Vice President of Compliance

Positions Supervised: None

Position Purpose

Help coordinate the compliance and regulatory advocacy efforts to address member credit union needs and drive a strong value proposition as a dues-provided service. Provide guidance and expertise to the compliance department that includes providing member credit unions with timely, high quality compliance assistance. Provide guidance to the advocacy department on proposed changes in statutes and regulations that could impact credit unions. Assist with internal contract management processes and procedures.

Essential Functions and Basic Duties

1. Coordinate regulatory advocacy efforts, including drafting comment letters on proposed rules and regulation while engaging credit unions in the regulatory comment process.
2. Work to develop compliance aids to help credit unions address the impact of regulatory and compliance changes on credit union operations.
3. Present regulatory and compliance updates to credit unions.
4. Provide feedback to the General Counsel/VP of Compliance and VP of Advocacy on changes in statutes or regulations that could impact credit union operations. Review legislation and provide input to lobbyists.
5. Provide assistance with internal contract management processes and procedures.
6. Provide help with federal and state legislative events.

Qualifications

- Education/Certification:**
- A bachelor's degree in political science or management or related field or equivalent experience. Juris doctorate degree or equivalent experience desired, but not required.
- Required Knowledge:**
- Knowledge of compliance issues related to credit unions and/or the financial institution industry at the federal and state level (Kansas and Missouri).
 - Knowledge of the regulatory and legislative processes at the federal and state level (Kansas and Missouri).
 - Knowledge of contract management processes.
 - Knowledge of Kansas and Missouri rules and regulations as it relates to credit unions and/or the financial institution industry.
 - Knowledge of the development, philosophy and structure of the credit union industry.
 - The ability to collect, analyze, and summarize information from a variety of sources.
- Experience Required:**
- Three to five years of compliance, regulatory, legal, and/or legislative related experience.
- Skills/Abilities:**
- Excellent verbal and written communication, and interpersonal abilities.
 - Strong presentation skills.
 - Strong project management skills.
 - Solid leadership abilities.
 - Strong ability to persuade, negotiate and influence.
 - Excellent organizational and analytical skills.

Physical Activities and Requirements

- Talking:**
- Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
- Average Hearing:**
- Able to hear average or normal conversations and receive ordinary information.
- Repetitive Motion**
- Movements frequently and regularly required using the wrists, hands, and/or fingers.
- Average Visual Abilities:**
- Average, ordinary, visual acuity necessary to prepare or inspect documents or products, or operate machinery.
- Physical Strength:**
- Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally.
- NOTE: Typical for most office positions.*

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

**Send cover letter and resume to Lisa Simmons, lsimmons@heartlandcua.org.
No phone calls please.**