Compliance and Impact Manager

Job Announcement

LEAF is a nonprofit community loan fund serving cooperatives and underfunded small businesses. LEAF's loans and advisory services help low-income communities access affordable housing, healthy food, and shared ownership. LEAF is part of the Social Impact Investment Ecosystem. LEAF is a certified Community Development Financial Institution (CDFI).

LEAF is seeking a full-time Compliance and Impact Manager to join the team in Boston, MA. The Compliance and Impact Manager will utilize existing tools and propose additional tools, as needed, to measure the impact of LEAF's program areas, monitor compliance with contractual obligations, and ensure LEAF is following the industry's best practices. We will consider remote candidates with experience managing compliance for CDFIs and working with data systems.

The ideal candidate enjoys working with data and the story the data conveys, improving and streamlining complex systems and collaborating with others, takes initiative, and is self-motivated. We are looking for someone who can analyze and process data and information and summarize it in ways to help guide the management of the programs and initiatives of the organization.

Responsibilities

Manage and Improve Compliance and Data Systems

- Identify and monitor compliance with contractual obligations related to grants, contracts, and investments. Experience managing grants from federal entities such as the CDFI Fund and the SBA is a plus.
- Organize LEAF client data to support grant writing and reporting.
- Maintain organization certifications and memberships.
- Understand federal audit requirements (A-133) and oversee LEAF's compliance with federal laws.   .
- Adhere to federal, state, and local funding requirements.
- Assist with data visualization and presentation for grantor and investor reports.

Data Analysis and Reporting

- Work with internal and external teams to develop and manage tools for data collection.
- Educate staff on how to apply new technologies, data collection tools and data security protocols.
- Monitor data collection for staff and clients.
- Collect and gather data for externally facing funder reports.   .
- Assess data collection and standardization processes, propose improvements and additions, and implement organization-wide technology.
- Process data for analysis and visualization.
- Enhance and automate systems, including the LEAF databases.   .

- Measure and track compliance for Management and Director reports.
- Produce progress reports and dashboards for LEAF staff.

- Manage our IT provider and work to ensure a secure IT environment.
- Manage IT software subscriptions.
- Part of the LEAF technology infrastructure improvement project team.   .

Knowledge and experience

- 5+ year's experience in an operational position (such as compliance management for federal or other government contracts, CDFI industry preferred).
- Experience gathering, analyzing, and presenting data in a structured, concise manner.
- Experience using data management, CRM systems, and databases such as Airtable and Salesforce and visual analytics platform and data visualization tools such as Tableau.
- Proficient in Google and/or Microsoft Office Suite. Advanced Excel knowledge and solid PowerPoint skills.
- Excellent written and verbal skills.
- Strong organization skills to track and meet reporting deadlines.
- Experience developing/administering and analyzing results of online surveys and other methods of data collection (i.e. focus groups).
- Understanding how to manage risk and be compliant with policy protections and other required policies of funding sources.
- An undergraduate degree in Business and/or Data Analytics. Master's degree is preferred.

The candidate is

- A quick learner.
- Analytical and able to process and analyze large data sets.
- Attentive to detail and highly organized.
- Able to work independently and collaboratively.
- Highly motivated and results driven.

Total compensation is based on the attributes of the candidate.

LEAF benefits include :

Insurance

- Health, Dental, Vision, Long Term Disability, Short Term Disability, and Life Insurance **100%** paid for by LEAF

Paid Time Off

Annually, LEAF provides:

- Four weeks of paid vacation time.
- Twelve days of sick time.

- Eleven fixed and two floating holidays.
- Fridays off in July and August.
- Week off between December 25th and January 1st.

Retirement Savings Plan

- 403B with a match of up to $4,000 a year

Please send a resume and cover letter to Carol Ann McAuliffe at cmcauliffe@leaffund.org

LEAF is an equal opportunity employer. Applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.