# HAMPTON ROADS WORKFORCE COUNCIL – JOB DESCRIPTION

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| **Job Title:** | Senior Director, Compliance and Administration |
| **Reports to:** | Chief Financial Officer |
| **General Classification:** | Finance/Compliance **Pay Band:** Senior Director |
| **Employment Status:** | Full-time, Exempt |
| **Last Review:** | August 12, 2026 |

## GENERAL STATEMENT OF RESPONSIBILITIES

This position serves as the Hampton Roads Workforce Council's Senior Director, Compliance and Administration and is responsible for ensuring that the organization's grant-funded programs, services, and operations adhere to applicable federal, state, and local regulations, grant requirements, and organizational policy. Reporting to the Chief Financial Officer, this role leads the organization's grants compliance function across the full grant lifecycle, from pre-award review through closeout with responsibility for fiscal compliance and monitoring, internal controls, and the policy framework that governs both.

This role also serves as the organization's compliance lead for federal grants, contracts, and works in partnership with Human Resources, WIOA Program Manager, Federal Grant Managers, Federal Contract Mangers, and Finance to ensure their respective policies meet applicable federal and funder compliance requirements without taking over ownership of those departments' policies

State audit and compliance oversight for WIOA Youth and WIOA Adult/Dislocated Worker programs remains with the WIOA Administrative staff and Program Managers. This role's grants and contracts compliance function covers all other federally funded grants and contracts and maintains visibility into WIOA subrecipient monitoring documentation for organization-wide audit-readiness and consistency purposes only.

## ESSENTIAL JOB FUNCTIONS

- Maintain and enhance internal compliance systems to ensure adherence to federal, state, and local regulations, including the Uniform Guidance (2 CFR Part 200) and applicable state grant requirements.
- Serve as the organization's primary compliance lead for federal contracts, including monitoring contract deliverables, invoicing compliance, and closeout requirements under the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS)
- Monitor program activities, conduct compliance reviews and risk assessments, and recommend corrective actions to ensure alignment with grant requirements and organizational policies.
- Partner with Finance and Program/Grant leads to ensure accurate financial reporting and procedural compliance across grants and subawards, including subrecipient risk assessment, monitoring, and documentation.
- Review and approve program modifications including changes to budgets, timelines, scopes of work, and deliverables for compliance with funding requirements before submission to funders and pass-through agencies; Program Managers are responsible for drafting, documenting, and coordinating modifications with internal and external stakeholders.

- Review program milestone, deliverable, and performance metric reporting compiled by Program Managers for compliance with grant requirements and funder standards; Program Managers are responsible for day-to-day tracking of their own program's milestones and deliverables.
- Collaborate with program and finance teams to monitor budgets, expenditures, and necessary adjustments to timelines, scope, and funding.
- Review programmatic and performance data compiled by Program Managers prior to funder submission, ensuring accuracy and compliance with reporting requirements; Program Managers are responsible for day-to-day collection and validation of their own program's data
- Lead administrative processes related to compliance, reporting, and grant tracking, while identifying opportunities to improve operational efficiency.
- Partner with HR, WIOA program policy staff, and Finance to review existing department-owned policies for alignment with grant, contract, and funder compliance requirements flagging gaps and recommending updates without assuming ownership of those policies.
- Maintain the organization's Financial Conflict of Interest (FCOI) disclosure and review process, including related-party transaction review and board/staff conflict disclosures.
- Serve as the primary point of contact for internal and external audit activities, including coordinating fieldwork, tracking corrective action plans to resolution, and maintaining supporting documentation.
- Maintain a centralized, cross-departmental compliance calendar covering grant deadlines, contract deliverables, audit cycles, and policy review dates across the organization

**PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work demonstrating the Board of Directors' Vision, Mission and Values. This role is expected to demonstrate sound judgement, integrity, and professionalism, particularly given its independent compliance function. Senior level employees are also expected to lead by example and demonstrate the highest level of energy, ethics and professional decorum.

**REQUIRED KNOWLEDGE:**

- Strong understanding of federal and state workforce funding streams and compliance requirements (e.g., WIOA, competitive DOL grants).
- Working knowledge of the Uniform Guidance (2 CFR Part 200), including cost allowability/allocability, procurement standards, and subrecipient monitoring requirements (200.331–200.333).
- Working knowledge of the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) as it applies to federal contracts, in addition to Uniform Guidance for grants.
- Experience managing Financial Conflicts of Interest (FCOI) disclosure and review processes, including documentation and internal controls.
- Experience conducting subrecipient risk assessments and monitoring and coordinating audit response and corrective action tracking.
- Knowledge of grant management, program evaluation, and performance measurement systems.
- Familiarity with financial management and budget tracking.

- Organizational and project management skills with the ability to manage multiple priorities and deadlines.
- Analytical skills with attention to detail and accuracy in data and reporting.
- Written and verbal communication skills, including the ability to present complex information clearly.
- Ability to work collaboratively across departments and build strong working relationships.
- High level of integrity, discretion, and professionalism in handling sensitive information.
- Proficiency in data management systems, spreadsheets, and reporting tools, as well as Microsoft Office programs.

**REQUIRED SKILLS**

- Critical Thinking - Using logic and reasoning to understand, analyze, and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations.
- Judgment/Decision Making - Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Intermediate to advanced skill level with Microsoft Office and grants/compliance tracking systems.

**REQUIRED ABILITIES:**

- Communication – Excellent ability to effectively communicate ideas and proposals verbally and in writing, to include the preparation of detailed reports which include numerical information and statistics. Ability to listen and understand information and ideas being presented verbally and in writing.
- Ability to present compliance and policy information clearly, to diverse audiences.
- Time Management –Ability to plan and coordinate multiple projects and activities with broad scope and breadth. Understands and comfortably navigates the multi-disciplinary nature and broad reach of the public workforce development arena. Must be able to multi-task in a dynamic and ever-changing operating environment.
- Coordination and Collaboration – Equally comfortable working as part of a inter or intra agency team. Works well in a collaborative, open and collegial partner and stakeholder centric ecosystem. Coordinate with other managers, project leads, partners and staff, as needed, to fulfill project objectives. Equally comfortable working as part of a inter or intra agency team. Works well in a collaborative, open and collegial partner and stakeholder centric ecosystem. Coordinate with other managers, project leads, partners and staff, as needed, to fulfill project objectives
- Proven ability to build trust and working relationships across departments and with external partners and subrecipients.

**EDUCATION AND EXPERIENCE**

- Bachelor's degree in public administration, business, finance, or a related field required; master's degree preferred.
- Minimum of 5‑10 years of progressively responsible experience in compliance, grant management, program administration, or a related field.
- Experience with both federal grants and federal contracts compliance is strongly preferred.
- Demonstrated experience applying Uniform Guidance (2 CFR Part 200) or equivalent federal/state grant regulations, including compliance review of grant proposals, agreements, and expenditures for allowability and allocability. (Required)
- Demonstrated experience with subrecipient monitoring and audit coordination, including documentation, internal controls, and corrective action response. (Required)
- Experience writing formal monitoring reports and following up on corrective action after a compliance or monitoring review.

**ADDITIONAL REQUIREMENTS**

An acceptable general background check to include a local and state criminal history check and a valid driver's license. Because this position will support regional infrastructure, occasional travel using dependable personal transportation and current auto insurance coverage will be expected. Mileage will be reimbursed in accordance with company policy.

**PHYSICAL REQUIREMENTS**

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time on the keyboard or workstation.

**SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discern sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

**ENVIRONMENTAL EXPOSURES**

Essential functions are regularly performed without exposure to adverse environmental conditions.

Employee Name: _____ Date: _____

Signature: _____