



Job Announcement

Position title: Compliance Specialist

Reports to: Director of Programs

Classification: Full-time, exempt

Supervises others: No

Salary: \$49,789 – \$66,386

Location: 95825 - Sacramento, CA

About us: Opening Doors, Inc., envisions a world in which migrants and refugees lead lives of joy and belonging, embraced by welcoming communities. Our mission is to enrich communities by supporting immigrants, refugees, and survivors of trafficking on their path towards stability, self-sufficiency and belonging.

Opening Doors is guided by our organizational values:

- Rising Together: We are in this together and depend on each other.
- Honoring Dignity: We recognize and honor everyone's strength and inherent dignity.
- Embracing Courage: We do the right thing, even when the path is uncertain.
- Seeking Joy: We take time to be together, celebrating our diverse cultures and recognizing our victories.

Opening Doors began in 1993 as a small refugee resettlement agency, and today serves 2,000 clients per year across our 5 program areas: Refugee Programs, Human Trafficking Programs, Immigration Legal Services, Health Programs and Economic Prosperity Programs.

Ideal candidate: The ideal candidate will be able to identify compliance issues and recommend solutions. The candidate should have strong analytical thinking skills and be able to maintain meticulous records of compliance activities.

They will have the ability to work effectively in multi-cultural work environments, showing respect and sensitivity for cultural differences, and will be passionate about Opening Doors' mission.

Responsibilities: The essential duties and responsibilities of this position include the following:

- Ensure funder compliance by documenting grant specific requirements post-award and sharing that information with the Program Manager.
- Collaborate with Program Managers to develop and implement policies and practices to ensure compliance with grant contracts.
- Assist in preparations for external monitoring visits, reviews, and audits, and participate in monitoring visits as appropriate.
- Train colleagues on compliance policies, practices, and reporting systems.
- Conduct routine compliance reviews of grant programs.
- Maintain records of compliance activities.
- Communicate with grant stakeholders, including representatives of funding agencies.

Required qualifications: The requirements listed below are representative of the knowledge, skills and/or abilities required.

- Understanding of nonprofit compliance management.
- Project management skills with high attention to details.
- Analytical thinking skills and ability to recommend solutions.
- Documenting and reporting skills.

Preferred qualifications: The requirements listed below are not required but are desired.

- Experience in nonprofit governance, administration, grants management or compliance.
- Knowledge of federal/state grant and contract funding mechanisms.
- Effective communication skills in one or more of the following languages: Arabic, Chinese, Farsi/Dari, Hmong, Pashto, Russian, Spanish, Tagalog, Urdu, Ukrainian or Vietnamese.

Physical requirements and work environment: The following demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the **Compliance Specialist** position. Reasonable accommodation can be made to enable people to perform the described essential functions.

While performing this job, the employee is required to sit often and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard, the employee is occasionally required to stand, walk, reach with arms and hands, lift approximately 25 pounds on occasion, and to stoop, kneel, or squat, and drive on occasion. The noise level in the work environment is usually quiet to moderate.

How to apply: Candidates should email **a resume and cover letter** to humanresources@openingdoorsinc.org.

Include "Compliance Specialist – [Your name]" in the subject line.

Opening Doors provides equal employment opportunities (EEO) to all employees, applicants and any third parties, for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. In addition to federal law requirements, Opening Doors complies with applicable state and local laws governing nondiscrimination laws.

Opening Doors participates in E-Verify.