

# **Job Title            Foundation Compliance Director**

## **Job Description**

Develops and maintains the Foundation's audit, risk assessment and compliance program. Assists with other administrative functions. Position is unclassified and reports to the Foundation CFO.

## **Specific Job Duties**

- Develops and implements a risk assessment and compliance program
- Drafts new gift agreements and updates existing agreements as needed
- Ensures business policies and procedures are well documented and up to date
- Conducts audits on compliance with gift agreements and endowment spending
- Works to maximize endowment spending and reduce vacancy rates
- Conducts internal reviews and monitors other business processes to ensure compliance with operational policies, procedures, and regulatory reporting requirements
- Maintains contract files and assists with contract renewals

## **Benefits**

- 403(b) retirement plan matching
- Subsidized health insurance premiums
- Disability
- Paid vacation
- Expanded holiday schedule

## **Job Requirements**

- Bachelor's degree
- 5 years related experience in compliance and/or auditing, preferably within a charitable organization
- Strong working knowledge of IRS nonprofit laws and IRS charitable gift regulations

## **Company Information**

The University of Louisiana at Lafayette Foundation is a non-profit 501 (c)3 organization that provides endowed & non-endowed asset management and fundraising support for the University of Louisiana at Lafayette.

## **Application Process**

Submit resume via email to [clb9207@louisiana.edu](mailto:clb9207@louisiana.edu)