



## **Position Profile**

### **Director of Corporate Compliance The Arc Central Chesapeake Region Severn, MD**



Dragonfly Central, Inc. is partnering with The Arc Central Chesapeake Region to find an exceptional Director of Corporate Compliance to implement new organization-wide compliance policies. This position requires a candidate who possesses critical thinking and relationship-building skills along with a strong knowledge of compliance implementation, monitoring and reporting.

The Arc Central Chesapeake Region's mission is to support people with intellectual and developmental disabilities to live the lives they choose by creating opportunities, promoting respect and equity, and providing access to services. We seek a strategic individual to serve as the Director of Corporate Compliance as we grow our programs and services for people with intellectual and developmental disabilities (I/DD) across Anne Arundel County and Maryland's mid-shore.

## **The Organization**

The Arc Central Chesapeake Region (The Arc) was founded in 1961 to provide services and supports to people with intellectual and developmental disabilities in Anne Arundel County, MD, and has experienced a history of growth and expansion since then. We now proudly support over 350 people with I/DD across Anne Arundel, Caroline, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester counties, and deliver Fiscal Management Services to nearly 1700 self-directed participants across the state of Maryland.

We are a dynamic regional organization providing person-centered supports for people with intellectual and developmental disabilities to live, work, and connect with their communities. We advocate for equity and access for people with intellectual and developmental disabilities to live self-determined lives and foster opportunities towards self-sufficiency.

Our **Core Values** are evident in all aspects of our programs and services. These core values are:

### **We embrace individuality.**

We see the whole person, celebrate our differences, and offer the people we serve and our team opportunities tailored to them.

### **We are heart-driven.**

Every interaction matters to us; we go the extra mile to care for the people we serve and our team.

### **We take strategic risks.**

Fueled by the urgency of our mission, we continually push for better and more innovative approaches.

### **We are action-oriented.**

We are creative, resourceful, and have a "get it done" approach to overcoming challenges.

### **We promote equity and respect.**

We value the different identities and experiences of the people and communities we work with, and we build respectful relationships to meet them where they are.

With a growing staff of 400+, The Arc is led by the CEO and a 6 person-executive leadership team which includes the Chief Program Officer, Chief Administrative Officer, Chief Financial Officer, Vice President of Advancement, Vice President of Self-Directed Initiatives, and the Executive Director of Chesapeake Neighbors (a wholly-owned subsidiary of The Arc). We are governed by a 16-person Board of Directors, which includes self-advocates and family members of individuals with I/DD as well as community and business leaders. The current budget is approximately \$200M. For more information about our organization, see [www.thearcccr.org](http://www.thearcccr.org).

## The Position

Reporting to the Chief Administrative Officer, the Director of Corporate Compliance will partner with the CAO and other organizational leaders to develop and implement a comprehensive corporate compliance program for The Arc and its subsidiaries. The Director of Corporate Compliance will identify and address organizational risk, ensuring compliance with laws, regulatory requirements, policies, and procedures. This will be done by working with various divisions/departments or subsidiaries and with external entities and partners to coordinate, align, and manage compliance. The Director of Corporate Compliance will act as the corporate Privacy Officer and facilitate our safety program. The Director of Corporate Compliance is a member of The Arc's Leadership Council.

## Key responsibilities

- Develop and implement a corporate compliance program across The Arc and its subsidiaries, focusing on The Arc's FMS program, People & Culture, and its subsidiary, Chesapeake Neighbors. Establish systems to assess probability, severity, and level of organizational control for risks associated with various business processes.
- Provide policy information, guidance, and advice to executive leadership, division/department leaders, and other employees on maintaining an ethical and compliant culture.
- Act as an independent reviewer and evaluator to ensure that compliance issues are appropriately monitored, evaluated, investigated, and reported.
- Manage the coordination and intersection of compliance activities across The Arc, including supporting divisions/departments and/or its subsidiaries with compliance implementation, aligning implementation plans corporate-wide, and supporting the implementation of new compliance mandates.
- Identify opportunities for organizational improvements and efficiencies; work with the Chief Administrative Officer to implement improvements and efficiencies.
- Act as The Arc's Privacy Officer and ensure privacy and HIPAA policies and guidelines are followed corporate-wide.
- Develop and implement a corporate Safety Committee and safety program; assist the Executive Director of Chesapeake Neighbors with the development of their safety program.
- Work closely with external contract monitors to ensure accountability of deliverables.

## Other Functions

- Keep up to date on current compliance and risk management trends.
- Support the Chief Administrative Officer with contract monitoring and compliance.
- Support and provide subject matter support to program compliance employees.
- Support Quality Committee activities and assignments; attend meetings as requested.
- Perform other duties as assigned.

## Experience and Attributes

Ideal candidates for this position will share our commitment to The Arc's mission and will bring a variety of experiences and attributes to The Arc:

- Seven years of progressive leadership managing large-scale compliance programs required; Experience in a nonprofit setting and with contract and housing compliance preferred.
- Well-versed with technological tools and software, and possessing the ability to quickly learn new packages. Experience with PayCom is a plus. Expert level knowledge of Excel required.

- Exceptional critical and strategic thinking skills; adept at looking at challenges and executing multi-pronged solutions in collaboration with others in a fast-paced, growth-oriented, entrepreneurial environment.
- Demonstrated and proven ability to build relationships affecting organizational change, including situations where there is an indirect management relationship; and build external relationships, such as with contract monitors.
- Excellent oral and written communications; strong interpersonal skills with the ability to manage positive communication in difficult situations and the ability to provide candid/constructive feedback.
- Ability to remain flexible, calm under pressure, and adaptive to change as priorities shift, being a model and resource for employees.
- Possess strong project management skills, with the ability to track multiple projects and deliverables occurring simultaneously. Be forward thinking to anticipate and mitigate conflicting priorities while keeping within the boundaries of the scope of work.
- Bachelor's degree required; MBA or JD strongly preferred.

Salary for this position is \$110K. The Arc offers a robust compensation package.

## **Application Process**

Dragonfly Central is partnering with The Arc Central Chesapeake region to find the best candidate for this position. To apply, email your resume, cover letter and salary requirements to: [ArcCCR-Director@dragonflycentral.org](mailto:ArcCCR-Director@dragonflycentral.org) (e-mail applications are required and only complete applications will be considered). For other inquiries, contact Ginna Goodenow at [Ginna@dragonflycentral.org](mailto:Ginna@dragonflycentral.org).

***The Arc is an equal opportunity employer. The Arc provides equal opportunity to all qualified candidates without regard to race, color, religion, ethnicity, sex/gender, national origin, age, marital status, military/veteran status, sexual orientation, gender identity, pregnancy, genetic information, disability, or any other characteristic protected by applicable law. The Arc Central Chesapeake Region is proud of its commitment to and celebration of diversity, equity, and inclusion (DEI) throughout all aspects of its operations, vision, mission, and leadership.***