

Deputy Director of Compliance and Procurement

About Baltimore Corps

Baltimore Corps enlists talent to accelerate social innovation in Baltimore and advance a citywide agenda for equity and racial justice. By matching talent to opportunity, Baltimore Corps works to empower the social entrepreneurs, community leaders, and public sector innovators tackling some of the city's most pressing challenges and building a stronger Baltimore every day. Baltimore Corps is a fast-paced, entrepreneurial environment that values initiative, hard work, and a teachable nature. We are building a team that shares the company's values, work ethic, and vision for the future.

Role Description

Baltimore Corps seeks a detail-oriented, experienced and proactive business compliance professional to serve as the Deputy Director of Compliance and Procurement. Reporting to the Chief Financial Officer, the person in this role will lead Baltimore Corps' federal funding compliance strategy and procurement policy.

Baltimore Corps is a fast-growing nonprofit, and this role is a unique opportunity to help Baltimore Corps further develop and refine its compliance process, procurement systems and enhance the strategy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

COMPLIANCE (50%)

- Maintain legal and regulatory compliance by researching and communicating requirements and obtaining approvals
- Lead compliance organizational audits
- Evaluate internal operational and procedural compliance
- Develop and maintain a compliance recordkeeping system
- Remain abreast of compliance requirements and amendments to regulations
- AmeriCorps grants compliance; while maintaining the knowledge of compliance requirements, create a grant compliance checklist that establishes internal controls
- Manage AmeriCorps compliance requirements for new and existing AmeriCorps grants
- Support single audit process

PROCUREMENT (45%)

- Evaluate and negotiate contracts with Baltimore City and other vendors
- Evaluate contract rates and industry trends; share findings with the Chief Financial Officer to determine and create an appropriate fee structure
- Develop procurement strategies to optimize talent placement and fee revenue

- Serve as a contract administrator for Baltimore City and county projects; ensure procurement systems and processes are fair, transparent, and performed in accordance with legal standards
- Support the General Counsel in negotiating and finalizing agreements with potential subcontractors and/or partners
- Develop and update procurement policies, procedures, and forms; conduct research and analysis and recommend changes to improve operations and internal controls
- Review, monitor, and maintain quotes and purchase orders in the internal system.
- Ensure that purchase orders, forms, and other documents are accurate and in compliance with legal requirements, policies, practices, and risk mitigation strategies
- Create internal bid process for AmeriCorps agencies and other business types; manage all bid requests

SPECIAL PROJECTS (5%)

- Other duties as assigned

REQUIRED QUALIFICATIONS

- At least 5-7 years of experience in the fields of business, compliance, logistics supply management or project management
- Experience and knowledge of AmeriCorps regulation policies and framework
- Experience with seven figure contract management, contract negotiations and single audits
- Excellent interpersonal skills to communicate effectively across the organization
- Ability to collaborate across diverse teams
- Strong analytical and problem-solving skills
- Mission-driven spirit and alignment with the values of Baltimore Corps
- Organization, project management, and strategic planning skills
- Experience with government contracting
- High attention to detail

PREFERRED QUALIFICATIONS

- Certified Compliance & Ethics Professional (CCEP)
- Experience with government invoicing and contract management (experience with Baltimore City government is a plus)
- Certified Purchasing Professional (CPP)
- The Certified Supply Chain Professional (CSCP)

REPORTS TO: Baltimore Corps' Chief Financial Officer

TIMELINE AND COMPENSATION

This is a full-time salaried position, ranging from **\$70,000 - \$80,000**, commensurate with qualifications and experience. Baltimore Corps is proud to offer additional benefits for our employees including, but not limited to, health and dental benefits, generous vacation time, wellness policies, and flexible work hours.

HOW TO APPLY

Please apply to our role directly through our Crelate job portal found [here](#).

REMOTE WORK POLICY

Baltimore Corps is currently operating 100% remotely, however, Baltimore Corps will revisit in-person policies by the Spring. Candidates must be local (D.C., Maryland, Virginia) and have the ability to attend in-person required meetings in the upcoming months as needed.

VACCINATION POLICY

COVID-19 Vaccination Policy: All Baltimore Corps employees must be fully vaccinated against COVID-19 prior to their first day of work. To request an accommodation for medical or religious reasons, please notify the Baltimore Corps HR department after you receive a job offer.

EEOC STATEMENT

We are an inclusive workplace that values diversity of background, culture, and thought. We believe that we can best promote excellence by treating all people respectfully and equitably. We do not tolerate harassment or bullying.

Baltimore Corps provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, or any other factor protected by federal, state, or local law. Equal employment opportunity applies to all terms and conditions of employment by Baltimore Corps, including hiring, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Baltimore Corps expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Human Resources.