**UNITED WAY OF THE MIDLANDS**

**POSITION DESCRIPTION**

**Updated: 11/21/24**

**Position Title: Compliance Specialist**

**Department: Community Impact**

**Supervisor: Director, Continuum of Care**

**Position Status: Regular, Full-Time Subject to an Annual Review**

**Job Classification: Exempt**

In compliance with the Fair Labor Standards Act, this position is classified as an exempt position and the employee is not eligible for overtime. Some evening and weekend hours may be required.

**POSITION SUMMARY**

United Way of the Midlands (UWM) is the most collaborative, efficient and accountable model for investing in the improvement of the Midlands community. With nearly 70 Community Impact Partners, United Way works to identify and respond to the critical human service needs of Calhoun, Fairfield, Lexington, Newberry, Orangeburg and Richland counties. UWM is committed to creating generational change by breaking cycles of crisis and empowering people to build their own paths to success. For more information, please visit [uway.org](http://www.uway.org/).

United Way’s Community Impact Department is a dynamic and diverse group of professionals working to improve the quality of life in the Midlands. We enlist an extensive network of community partners and volunteers to make positive, sustainable changes in the lives of the people we serve. We manage grant funding and relationships with partners, directly operate community interventions, and provide thoughtful leadership in health and human service content areas.

United Way of the Midlands serves as the lead administrative agency for the 13-county homeless federal Continuum of Care (Midlands Area Consortium for the Homeless, MACH) in central South Carolina and operates the continuum’s electronic client management database.

The Compliance Specialist is responsible for ensuring adherence to federal policies and appropriate use of funds by federal grantees. This position also coordinates basic needs funding to programs providing emergency assistance to people experiencing or at risk of homelessness within UWM’s six county geographic area. The specialist plays a crucial role in monitoring grantees, providing required training and ensuring federal deadlines are met. The position is office based located in Columbia, South Carolina.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

**Compliance Management**

* Serve as lead for monitoring federal grantees to ensure appropriate use of funds and compliance with federal regulations.
* Develop grantee reports and improvement plans, as needed
* Serve as lead for understanding and ensuring compliance with HUD policies and procedures.
* Contribute content to the annual HUD Continuum of Care application.
* Coordinate training on HUD regulations and best practices such as SNAP and benefit access, Trauma Informed Care, Equity, and other topics.

**Data Management & Reporting**

* Serve as liaison to local governments on Consolidated and Annual Action Plans for data and content.
* Serve as liaison to Emergency Solution Grant programs for data and content.

**Grant Management**

* Coordinate Emergency Food and Shelter Program funding allocations and reporting. This includes monitoring for appropriate and timely use of funds.
* Coordinate other emergency financial assistance programs with referrals to service provider partners.

**Coalition Support**

* Serve as staff lead for the Orangeburg Chapter of the Homeless Coalition.
* Assist with Consortium website and listserv updates.
* Support MACH, as needed.

**REQUIRED & PREFERRED QUALIFICATIONS**

**Required**

* Bachelor’s level degree in human services, health field, or related field with at least three years of experience in non-profit or local government setting.
* Grants development or grants management experience.
* Strong organization, project management, facilitation, and communication skills.
* Ability to quickly learn databases and HUD regulations.
* Strong skills in Office products such as Word, Excel, PowerPoint, and Access. Additionally, experience with social media platforms is required.

**Preferred**

* Master’s level degree in human services, health field, or related field with at least three years of experience in non-profit or local government setting.
* Experience working with homeless programs and/or homeless service providers.

**SUPERVISOR AND/OR CONTACT INFORMATION**

Brandi Ross

Director, Continuum of Care

United Way of the Midlands

1818 Blanding Street

Columbia, SC 29201

Qualified and interested applicants should apply at applicant@uway.org.