

Risk & Compliance Manager

Legal / Finance

Position Description

Supervised by: General Counsel, primary
Controller/Treasurer, secondary
Status: Part-time (20-29 hours per week) / Exempt
Location: InterVarsity's National Service Center - Madison, WI

To advance the purpose of InterVarsity Christian Fellowship this position will ensure effective enterprise risk management for the organization, manage compliance with risk-related regulatory requirements and increase awareness of risk management throughout the organization.

MAJOR RESPONSIBILITIES:**Personal:**

- Be a maturing disciple of Jesus Christ
- Be a lifelong learner who values the discipleship of the mind

Leadership:

- Serve as a member of the Legal and Operations Ministry Teams
- Ensure that the goals of all reporting areas align with InterVarsity's Doctrinal Basis, Purpose Statement, Core Values and National Initiatives
- Develop long-range and annual plans with measurable objectives

Collaboration:

- Serve the entire movement with wisdom and the application of leadership gifts
- Partner closely with all members of senior leadership, operations team leaders and other fellowship leaders as appropriate
- Oversee risk management health of the Fellowship

Risk Management:

- Develop and implement the organization's risk management program in a manner that fulfills the mission and strategic goals of the organization while complying with state and federal laws and accreditation standards related to safety and risk management
- Develop and implement systems, policies and procedures for the identification, collection and analysis of risk related information
- Identify, measure and manage hazard, operational, financial, and business risk
- Develop reports and plans, and analyze risk/insurance problems and successes to optimize future operations
- Manage any risk that might damage the ability of the organization to meet its objectives or even the existence of the organization (risk from currency movements, interest rate fluctuations, online dealing systems, fraud or health and safety risks) by identifying, assessing and mitigating the risk, designing contingency plans to minimize the risk, and deciding whether to avoid the risk, reduce it, retain it or transfer loss and/or damage (by insuring against the consequences of it occurring)
- Educate the leadership, staff and business associates as to the risk management program, and their respective responsibilities in carrying out the risk management program
- Lead, facilitate, and advise departments in designing their own risk management programs
- Collect, evaluate, and maintain data concerning injuries, claims, workers' compensation, and other risk-related data
- Investigate and analyze root causes, patterns, or trends that could result in compensatory events. Help to identify and implement corrective action where appropriate
- Provide an annual summary to the Board on incidents, claims, and claim payments
- Serve as the organization's liaison to insurance brokers and carriers
- Assist in processing summonses and claims against the organization by working with legal counsel to coordinate the investigation, processing, and defense of claims
- Actively participate in or facilitate committees related to risk management, safety, and quality improvement
- Draw to the attention of and suggest action by the General Counsel and Corporate Secretary in the event of failure of the Administration to act or to respond appropriately, in the following circumstances: auditor independence issues, conflicts of interest, questionable financial reports, audit committee negligence or misconduct, improper document tampering or destruction, fraud, ERISA violations, issues related to tax return correctness, willful and wanton conduct by trustees and officers, inappropriate loans to trustees or officers, law

- violations including actions that might trigger IRS sanctions
- Lead the Disaster Recovery Team and update the Disaster Recovery Plan; plan and execute a test exercise at least annually
- Working with the Information Services Director,
 - Update, monitor and enforce standards for website privacy, security, credit card and bank number handling and spam controls
 - Develop and monitor policies and practices for website forums
 - Monitor compliance with anti-spam laws and regulations for websites and email
- Process and maintain a record of all workers compensation, auto, liability and property insurance claims as reported by staff
- Monitor and record organization's worker's compensation, auto, liability and property insurance premiums

Financial Risk Management:

- Assess and review internal control over areas involving finance, including Human Resources, Accounting, Donation Services, and Registration systems/services throughout the organization (NSC, IVP, Camps, etc.)
- Review financial procedures and assist with documentation within financial areas to ensure that adequate documentation exists with adequate internal control
- Conduct periodic reviews and audits of financial areas to determine that prescribed procedures are followed and updated as necessary
- Review and assess the adequacy of financial policies

Compliance

- Research regulatory, legal, professional and industry compliance and ethics frameworks applicable to InterVarsity
- Work with colleagues to develop a unified compliance database and prioritized action plan
- Perform internal compliance gap analyses or manage contractor analyses

Administration:

- Develop and manage annual plans and budgets in accordance with InterVarsity policies
- Provide monthly report to supervisor

Fund Development:

- Develop a team of prayer and financial support
- Raise an agreed-upon amount of personal financial support
- Nurture donor relationships through visits, phone calls, and regular prayer letters

QUALIFICATIONS:

- Annually affirm InterVarsity's Statement of Agreement
- Bachelor's degree required
- A minimum of three years experience in one or more of the following fields: risk management, quality improvement, information management, business administration, legal support or insurance claims investigation, and settlement
- Ability to understand a complex legal and regulatory framework
- Ability to understand complex financial and insurance products
- Knowledge of federal and state laws and regulations and accreditation standards
- Ability to do forward planning
- Strong analytical skills
- Ability to work under pressure and deal with responsibility
- Excellent numeracy and mathematical ability
- Knowledge of statistics, data collection, analysis, and data presentation
- Excellent interpersonal communication and problem-solving skills
- Strong team player, with proven ability to work collaboratively with other leaders
- Conflict resolution skills and cross-cultural abilities
- Strong problem solving skills
- Strong oral and written communication skills
- Reside in Madison vicinity

Risk & Compliance Manager InterVarsity Christian Fellowship

Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God's love, grace and truth:
The purpose of InterVarsity Christian Fellowship/USA is
to establish and advance at colleges and universities
witnessing communities of students and faculty
who follow Jesus as Savior and Lord:
growing in love for God,
God's Word,
God's people of every ethnicity and culture
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

Team Work:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)