

The Center for Independence of the Disabled in New York (CIDNY) is a leading organization promoting the full inclusion of people with disabilities in New York City. Founded in 1978, we now serve more than 50,000 individuals with one-on-one assistance.

We advance the civil rights of people with disabilities, organize for change, and develop new leaders. We educate people with disabilities about their rights and the public about disability literacy to reduce stigma. We help people with disabilities develop their own road map to meet goals they have identified to better their lives. We offer benefits advisement, enrollment, navigational assistance and problem solving help related to housing, health, food, transportation and other services. We help individuals in transitioning home from institutions and youth transitioning to adult life. We are a disability-led organization, the majority of our Board and staff are people with disabilities.

### **About the Position:**

As the Compliance Manager, you will be responsible for managing and report on all state and federal contracts and compliance functions for CIDNY's programs serving people with disabilities. You will monitor all contract deliverables monthly and provide quarterly reports on compliance and deliverables.. You will also provide data analysis and reporting systems development and directed by the Director of Administration or the Executive Director.

**Reports to:** Director of Administration

### **Responsibilities:**

- Monitor and report on compliance and deliverables for CIDNY's 20+ government contracts;
- Recommend updates to CIDNY's policies and procedures to ensure compliance with law and government contract requirements;
- Develop a monthly and quarterly compliance review plan, including a reporting mechanism to be delivered to the Director of Administration and the Executive Director;
- In coordination with the Director of Administration, develop reporting schedules for program managers' deliverables, collect and analyze data,, and ensure that all reports to contractors are submitted on time;
- Provide support for other reporting requirements, including analysis and compilation of data related to programs and services for annual reports, reports to the Board of Directors and for other purposes, as directed;
- Other duties as assigned.

### **Qualifications:**

- Strong administrator with a minimum of three years experience in managing government contracts and/or programs in social service setting – or equivalent experience.
- Demonstrated skills including experience with monitoring and reporting on large-scale programs that have multiple funding streams, contractual requirements, and performance outcomes.
- Ability to work in a team environment as well as ability to follow through independently on assigned tasks.
- Excellent computer and communication skills – strong interpersonal, writing and oral presentation skills.
- Bachelor's degree required.
- Salary is commensurate with experience

We conform to all laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, genetic information and testing, family and medical leave, sexual orientation and gender identity or expression, protected veteran status, or any other characteristic protected by law. We prohibit

retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

**HOW TO APPLY**

Please send a thoughtful cover letter and resume to Cyrus Z. Kazi, Director of Administration, at [ckazi@cidny.org](mailto:ckazi@cidny.org). Do not send by fax.

**Please use the job title as email header. NO PHONE CALLS PLEASE.**