

## Partner Compliance Coordinator

### Position Summary:

This is a full-time position. Works under the supervision of the Director Partner Management and Logistics. Leads the GCHoPE team in on-boarding relationships with new nonprofit partners and churches in order to understand their needs and qualify them to receive donations. The Partner Manager serves the primary vetting role in the organization and ensures all working partnerships are screened and continuously compliant. Through daily interaction with partners, works to ensure the integrity and accountability of GCHoPE's giving. Maintains a constant working knowledge of all donor programs, product restrictions, rules and regulations, security agreements, and MOUs.

### Responsibilities:

- Oversees partner compliance to ensure only qualified partners are eligible to acquire and distribute donated product.
- Introduces potential partners to Giving Children Hope and screens for potential partnership.
- Audits partner applications for completeness and adherence to mission. Enters partner information and manages database.
- Ensure partner information is up to date including authorized partner representatives and their contact information.
- Screens partner reporting for integrity, transparency, impact, and adherence to mission.
- Identifies strong collaborative partners and shares their stories with the development team.
- Manages day to day partner relations with Director of Program and Partner Development. Identifies partners with high impact potential while cultivating collaborative relationships.
- Conducts periodic site visits to ensure partners are in compliance with Director of Partner Management and Logistics.
- Maintains a working knowledge of inventory donated to GCHoPE in order to promote impactful giving throughout our partner network.
- Assists with orientations to ensure GCHoPE partners with nonprofits and churches who are aligned with our mission to measurably affect poverty.
- Manages required donor reporting
- Assists with program and warehouse logistics, as needed.

### Qualifications:

- Excellent communication skills, both oral and written.
- Experience in database management.
- Proficient in all office applications.
- Detail oriented.
- Bilingual preferred.

### Education:

Bachelor's degree preferred.

### Salary Range:

38,000 to 42,000 DOE