

Compliance and Data Lead

Program: Employment Services

Hourly/Salary: \$33-35 Hourly

Reports To: Vice President

Effective Day: 3/20/2026

ABOUT STRIVE

Strive Northwest is a nonprofit that has been serving some of Clark County's most vulnerable populations since 1963. Our programs serve children and adults with disabilities, low-income children, adults, families, and the general public.

CORE VALUES

We're all in

We show up, work hard, and take personal responsibility in everything we do. We have the courage to say and do the difficult things. All while staying true to our word and kind to ourselves.

We go beyond

We're passionate about pushing boundaries and respectfully challenging assumptions. We're flexible and willing to take risks. Together we'll do more than anyone though possible.

We build community

We embrace our differences and welcome one and all in a safe, trusting place. We're inclusive in our relationships. We build connections that make our community stronger.

MISSION

We deliver innovative programs that give opportunities for children and adults in our community to become more self-reliant through therapeutic, educational, and employment services.

LEADERSHIP PHILOSOPHY

Leaders at Strive Northwest inspire enthusiasm and accountability that drive our mission. Leaders build engagement and communicate honestly and openly. By rallying everyone around our shared vision, Leaders model and expect the best from individuals and teams.

AAP/EEO STATEMENT

Strive Northwest provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.



Compliance and Data Lead



SUMMARY

The Compliance and Data Lead is responsible for ensuring organizational compliance with all applicable federal, state, and local regulations, grant requirements, and contractual obligations. This role also oversees data management, reporting accuracy, performance tracking, and continuous quality improvement initiatives. The Compliance and Data Lead plays a critical role in maintaining funding integrity, supporting program effectiveness, and strengthening data-driven decision-making across the program.

SUPERVISORY RESPONSIBILITY

There will be no supervisory responsibility with this position.

COMPETENCIES

- Analytical & Data-Driven Decision Making
- Regulatory Knowledge
- Risk Management
- Strategic Thinking
- Communication & Presentation Skills
- Detail-Oriented & Process-Driven
- Ethical Judgment & Confidentiality

SUCCESS INDICATORS

- Zero major audit findings.
- Timely and accurate reporting.
- Improved program performance metrics.
- Strong data integrity and documentation compliance rates.
- Clear, actionable reporting to leadership

ESSENTIAL FUNCTIONS

1. Regulatory & Contract Compliance

- Ensure Compliance with all federal, state and local regulations as well as grant and contract requirements.
- Develop, implement and maintain internal compliance policies, procedures and controls.
- Conduct regular internal audits and file reviews to ensure documentation accuracy and completeness.
- Prepare for and coordinate external audits, monitoring visits, and funder reviews.
- Serve as a point of contact for compliance related inquiries and updates.

2. Data Management & reporting

- Oversee data collection, entry, validation and integrity across program.
- Manage case management systems (SetWorks) and reporting platforms.
- Oversee billing processes for DVR and County services, ensuring accuracy and compliance with requirements.
- Generate accurate, timely reports for funders and leadership
- Monitor key performance metrics
- Ensure secure storage and confidentiality of participant data.

3. System and Continuous Improvement

- Maintain and update compliance manuals, CSA's and internal processes.
- Support staff training when changes to contract occur
- Stay informed on regulatory changes and ensure organizational alignment.

4. Performance Monitoring & Analysis

- Analyze data to identify trends, gaps and performance risks.
- Develop dashboards and reports to support decision making.
- Provide actionable insights to improve program outcomes and service delivery.

5. Collaboration & Organizational Alignment

- Partner with VP to ensure data accuracy and service alignment.
- Attend and participate in DVR and County meetings, including monthly reporting and coordination.
- Work with finance to align performance data with billing and reimbursement.
- Support leadership with compliance reporting

WORK ENVIRONMENT

While performing the duties of this position, the employee travels by automobile and is exposed to changing weather conditions. The employee works in varied environments based on assigned caseload.

POSITION TYPE & EXPECTED HOURS

Non-exempt. Full Time –.75FTE

TRAVEL

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to stand, walk, sit; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee frequently lifts and moves up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

REQUIRED EDUCATION, CERTIFICATION(S), & EXPERIENCE

Required:

- Bachelor's degree in Public Administration, Business, Data Analytics, Social Services, or related field (Master's preferred) and/or
- 5+ years of experience in compliance, grant management, data analysis, or workforce development.
- Experience working within a nonprofit or publicly funded organization.
- Strong understanding of government-funded programs and reporting requirements.
- Advanced proficiency in data systems, Excel, and reporting tools.
- Exceptional organizational and analytical skills.
- High level of integrity and attention to detail.
- Experience with workforce development.
- Knowledge of case management systems.
- Experience preparing for audits and monitoring visits.
- Proficient verbal and written skills
- Must pass a criminal history background check

SIGNATURES:

Manager _____

Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____

Date _____