

## REMOTE JOB OPPORTUNITY!

Job Title: Division Director (3 positions)  
Reports To: Chief Programs Officer  
Position Status: Permanent Exempt  
Salary: \$103,409 annually  
Schedule: Maxi-Flex (Core Hours 10am-2pm CST)  
Travel: As Needed (<25%)  
Duty Station: Remote (Anywhere, U.S. Only)  
Benefits: Benefits eligible  
Other: Enhanced Background Clearance  
(including credit check)  
Announcement Closes: First 25 Applicants  
Anticipated Start Date: October 2024  
Email: [hr@edmondcompliance.com](mailto:hr@edmondcompliance.com) (Division Director)

### Role Objective

Edmond Compliance Services Inc. is growing. We are in search of a Division Director. This is a unique position which offers support for unique clients. The successful candidate must be able to hit the ground running and maintain established relationships with tribal, private, and public sector stakeholders. A creative, resourceful, and innovative self-starter with outstanding interpersonal skills is sought. The capacity to lead, manage, and communicate in diverse cultural contexts with little direction is vital. The candidate must be genuinely collaborative, politically astute, and results oriented. A positive attitude, exemplary character, and patient personality are core attributes that must be possessed. A person of integrity who communicates effectively and executes to the best of their ability can thrive in this position. Applicants with backgrounds in social work, counseling, or any of the social sciences are encouraged to apply.

### Primary Duties

Oversee the development and implementation of strategic plans and objectives for the assigned division in alignment with the organization's overall goals

Manage the division's budget, including forecasting, allocation of resources, and financial reporting to ensure fiscal responsibility and efficiency

Lead, mentor, and develop the division's management team and staff, fostering a culture of high performance, continuous improvement, and professional growth

Ensure the division's compliance with all applicable laws, regulations, and organizational policies, implementing risk management strategies to mitigate potential issues

Represent the division and organization in external forums, conferences, and professional associations to enhance its reputation and expand its network

Conduct post-project evaluations to assess outcomes, identify lessons learned, and

## Education

A Bachelor's degree from an accredited college or university is required. A Master's degree in international affairs, public administration, business administration, or a related field is preferred. Degrees in education, social work, or the social sciences may also be considered with appropriate experience. Degree requirements may be waived in lieu of extensive and verifiable work experience.

Experience: This position requires a minimum of five (5) years of business experience. Candidates must have a proven record of achievement.

## Selection Process

The most qualified candidate(s) that best suits the needs of ECS Inc., based on education, experience, accomplishments, interviews, and background screening