

Job Description: Administrative & Compliance Manager

Date: Winter 2024
Title: Administrative & Compliance Manager
Department: Administration
Position Reports To: Executive Director / CEO
Status: Exempt / Full-time

Summary: The Administrative and Compliance Manager oversees the critical and multi-faceted areas of institutional compliance. This position works directly with the Center's Board Audit and Compliance Committee, Executive Director, and Finance Division to assist with annual audit related materials and oversees the creation, renewal and tracking of key Center documents, contracts, and forms.

Job Duties:

Manage and monitor compliance with permits and licenses in conjunction with pertinent departments for the following areas:

- Federal Eagle and wildlife permits.
- Federal Firearms License (Maintain and monitor all FFL records for compliance with Cody Firearms Museum FFL co-holder).
- Oversee Charitable Registrations and renewals with assistance from Development Department.
- Board Audit and Compliance Committee coordination (others as needed).

Manage detailed activity and records for the following areas:

- Serve as the coordinator for the Board of Trustee Audit and Compliance meetings, recording and reporting minutes and related documents.
- Work with Finance Division to track and retain audit reports and related IRS filings of forms (990).
- Review, track, and retain Center legal documents and correspondence with confidentiality.
- Review and retain contracts and agreements; track versions and discussions of Center contracts and agreements.
- Manage Intellectual Property transactions and agreements (trademark, copyrights, corporate filings, etc.).
- Document Retention and Management; Digitize Minutes and Contracts. Provide research of documents.
- Insurance coordination and policy renewals and notifications (all insurance coverages except Health and Life).
- Provide confidential assistance to CEO, Finance Director, Trustees, and Advisors in relation to Board Committee work and organization's records.
- Assist with Trustee and Advisory Board meeting document preparation and minutes.
- Works with Center Library to maintain Institutional Archives under Center and IRS retention policies.
- Works with Administration and Finance in budgeting insurance costs and compliance related areas.
- Coordinate dispersal and/or sale of deaccessioned items with Registration and

Curatorial departments.

- Perform additional duties, incidental or implied, consistent with the employee's background or training or which may be reasonably delegated as being in the best interest of the Center.

Competencies:

- Highly organized and persistent in accuracy and detail with efficient work habits.
- Have the highest of ethics, and strong decision-making and problem-solving skills.
- Possess qualities of teamwork, patience, adaptability, and the ability to work cooperatively with other staff and to also work independently with direction.
- Quick Study.

Supervisory Responsibilities:

- None.

Required Education and Experience:

- A bachelor's degree is required. A master's degree in public administration, business management, or a similar field is desired.
- 5 years of experience managing similar compliance and administrative processes and documents.
- Strong software skills in Microsoft Office Suite and Excel. Knowledge of Raiser's Edge, Argus, or other development database is preferred.
- Demonstrate excellent verbal and written communication to internal and external stakeholders and colleagues.
- Ability to learn and apply multiple areas of policies including museum policies, FFL compliance, insurance standards, and others in line with compliance standards as listed in Duties and Responsibilities above.

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 this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement:

Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.