

JOB DESCRIPTION TEMPLATE

VP of Compliance

The senior leader of the enterprise compliance program, owning policies, monitoring, regulatory change, and compliance reporting to leadership and the Board.

Department	Compliance / Legal
Reports to	Chief Compliance Officer / General Counsel / Board Audit Committee
Location	Remote / Hybrid / On-site
Employment type	Full-time
Experience	10 to 15+ years

POSITION OVERVIEW

The VP of Compliance leads the organization's enterprise compliance program, providing the structure, policies, and monitoring that help the organization meet its regulatory obligations.

The VP partners closely with executive leadership, legal, risk, internal audit, and business units to assess compliance risk, manage regulatory change, oversee monitoring and testing, and support investigations and remediation.

As the regulatory environment grows more demanding, the VP of Compliance serves as a senior authority on the design and effectiveness of the compliance program, in line with the DOJ Evaluation of Corporate Compliance Programs and ISO 37301.

KEY RESPONSIBILITIES

COMPLIANCE PROGRAM STRATEGY

- Lead the design and operation of the enterprise compliance program.
- Align the program with the DOJ ECCP guidance and ISO 37301.
- Assess compliance risk across the organization.
- Set program priorities and a compliance roadmap.
- Present compliance updates to leadership and the Board.

POLICIES AND STANDARDS

Own the compliance policy framework, including:

- Code of conduct and core compliance policies
- Anti-corruption, anti-bribery, and sanctions
- Regulatory and industry-specific requirements
- Policy governance, review, and attestation

MONITORING AND TESTING

- Design and run compliance monitoring and testing.
- Identify control gaps and drive remediation.
- Track corrective actions to completion.
- Report monitoring results to leadership.

REGULATORY CHANGE

Track regulatory developments, assess their impact on the organization, and coordinate implementation of new and changing requirements across affected business units.

INVESTIGATIONS AND REMEDIATION

Oversee intake and investigation of compliance concerns, coordinate with legal and human resources, and ensure appropriate remediation, discipline, and lessons learned.

TRAINING AND CULTURE

- Deliver compliance training and awareness.
- Reinforce a speak-up and non-retaliation culture.
- Advise the business on compliance obligations.
- Measure and report on program effectiveness.

PROGRAM LEADERSHIP

Lead the compliance team, manage compliance committees, and coordinate with risk and internal audit across the three lines of defense.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Law, Business, Finance, or a related discipline. Advanced degree such as JD or MBA preferred.
- 10 to 15+ years of progressive experience in compliance, legal, or regulatory roles.
- 5+ years leading compliance teams or programs.
- Experience briefing executive leadership and Board committees.
- Strong knowledge of compliance program standards and regulatory expectations.
- Experience overseeing monitoring, testing, and investigations.

PREFERRED CERTIFICATIONS

One or more of: CCEP, CRCM, CAMS, or a JD.

TECHNICAL KNOWLEDGE

Compliance program design, regulatory risk assessment, policy management, compliance monitoring and testing, regulatory change management, investigations, anti-money laundering, anti-corruption, sanctions, and GRC platforms, aligned to the DOJ ECCP and ISO 37301.

ESSENTIAL COMPETENCIES

Strategic leadership, executive communication, Board presentation skills, regulatory interpretation, sound judgment, program management, change leadership, and negotiation and influence.

SUCCESS MEASURES: FIRST 12 MONTHS

- Assess the compliance program against the DOJ ECCP and ISO 37301.
- Refresh the compliance risk assessment.
- Update core compliance policies and the code of conduct.
- Strengthen compliance monitoring and testing.
- Establish a regulatory change management process.
- Improve investigations and remediation workflows.
- Deliver enterprise compliance training.
- Build executive and Board compliance reporting.

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