



Compliance Manager

Join the Maryland Energy Administration (MEA) as we transform energy for the State of Maryland. The mission of the MEA is to promote clean, affordable, reliable energy and energy-related greenhouse gas emission reductions to benefit Marylanders in a just and equitable manner. We are seeking an experienced **Compliance Manager** to ensure compliance with State, Federal, and Local regulations through the development, implementation, enforcement and analysis of grant program policies and procedures.

Position Responsibilities include but are not limited to:

- **Grant Reporting Compliance:**
 - Produce grant delivery, performance, and reporting requirements, procedures and templates; work with Program Division staff to ensure compliance and reporting requirements are included in all grant, MOU and contractual materials
 - Utilize Salesforce for invoice and report compliance tracking
 - Develop protocols and processes for collecting and documenting performance such as as-installed photos
 - Develop Internal controls to ensure accuracy and integrity in financial and programmatic data
 - Administer, analyze and report on annual grant recipient surveys
- **Site Inspection Compliance:**
 - Develop criteria for site inspections inclusive of frequency, time frames, and operational compliance guidance
 - Track site visit data and develop program reports
 - Create remedial processes for non-compliance with grants requirements
 - Oversee third-party inspection/compliance service provider
- **Collaboration:**
 - Collaborate with MEA's Data Management Analyst and Salesforce Administrator to capture project data, reports, site visit information and completed project calculations in Salesforce
 - Partner with Process Improvement Manager, Chief Performance Manager, and others to develop new compliance policies and procedures
 - Work with Data Manager and Program Managers to update, as necessary, calculated greenhouse gas emissions reductions and other relevant project metrics, based on project completion and/or verification results
 - Identify needs and implement actions to ensure compliance in reporting of federal grant requirements. Emphasis on efforts with subgrantees.
 - Design and maintain compliance recommendations based on reports for MEA's Executive Team
 - Coordinate with Communications and Program Managers publicity / PR to highlight projects, partners, outcomes of MEA grant programs

Other Tasks assigned to support state and agency priorities

Preferred Qualifications:

- **Education:** Bachelor's degree from an accredited college or university in related field
- **Experience:** At least five years of experience in a related compliance role
- Demonstrated experience in Salesforce tracking and reporting
- Experience with Federal grant compliance
- Significant experience developing policies and procedures, especially related to compliance
- Displayed ability to communicate with stakeholders of all levels internally and externally

Minimum Qualifications:

- **Education:** Associate's degree from an accredited college or university in related field
- **Experience:** Three years of experience in a related compliance role
- Graduation from an accredited High school or possession of a high school equivalency certificate and 5 years of experience can substitute for minimum education requirement
- U.S Armed forces military service experience related to compliance can substitute year for year for minimum experience
- Proficiency in tracking and reporting software
- Strong analytical, organizational, and communication skills

Position Location:

A hybrid remote telework and in-office schedule is available per the policies of the Maryland Energy Administration and State of Maryland, which may change from time to time. Currently, this position requires the candidate to be present in the office several days per week. In addition, the individual must be available in person other times as needed to perform certain job functions.

This position follows a hybrid work schedule, with mandatory in-office attendance at the Maryland Energy Administration (MEA) office in Baltimore, MD, every Tuesday and Wednesday.

To Apply:

Send a cover letter, resume, relevant writing sample, and salary requirements by email with "Compliance Specialist" in the subject line to Jobs.MEA@maryland.gov. Candidates will receive notification of receipt; however, only the top candidates will be invited to interview for the position.

U.S work authorization is required. MEA does not provide sponsorship opportunities.

Salary:

This is a State PIN employee position. PIN employees are eligible for state employment benefits including health benefits and leave. Additional information about these benefits is available upon request. Salary commensurate with experience and is in the range of \$100,969 - \$110,955 annually.