



**Position Announcement**  
**Compliance Associate**  
**Appalachian Community Capital**  
**Remote**

Appalachian Community Capital (ACC) seeks a Compliance Associate to support the implementation of a robust compliance program for ACC's wholly-owned nonprofit subsidiary, the Green Bank for Rural America. The Green Bank is designed to provide financial and technical resources to rural communities across America to create good jobs, build wealth, and support healthier communities.

**THE ORGANIZATION**

Founded in 2013, ACC is a Community Development Financial Institution (CDFI) serving member CDFIs across the 13-state footprint of Appalachia with a mission to increase small business lending across this underserved and primarily rural region. By providing capital, capacity building, and innovative programming to its members, ACC catalyzes entrepreneurship, opportunity, and growth in distressed communities. ACC has 40 members who manage over \$4 billion in total assets. Investors and supporters of ACC include: the Appalachian Regional Commission, US Treasury CDFI Fund, the Ford Foundation, Goldman Sachs, Bank of America, Truist, US Bank, Wells Fargo, Benedum Foundation, Dogwood Foundation, Mastercard Foundation, and many others.

ACC launched the Green Bank for Rural America (Green Bank), a wholly owned nonprofit subsidiary, to help rural areas gain the most benefit from the new energy economy. Rural communities have long been the heart of energy production in America, powering the growth of our nation. The Green Bank renews this legacy, working alongside communities to build resilient local economies and to create new opportunities for a prosperous future.

Backed by a landmark \$500 million award from the United States Environmental Protection Agency (EPA), the Green Bank makes targeted investments to connect rural communities with new financing sources. The initial award will help attract even more private capital, for an estimated \$1.6 billion into 2,000 projects. This means 13,000 good jobs and a way to preserve the quality of life in rural communities, where local businesses and community leaders work together to help their communities thrive.

Visit [Appalachian Community Capital](#) and [Green Bank for Rural America](#) for more information.

## THE POSITION

The Compliance Associate will be a critical member of ACC's team, which is responsible for implementing the compliance framework for the Green Bank. Reporting to the Chief Risk and Compliance Officer (CRCO), the Compliance Associate will implement the development, training, and management of compliance programs to ensure adherence to **Federal regulations, grant guidelines, and internal policies**. This role benefits from experience in **Federal grant compliance, enterprise risk management, and/or community development finance**.

## KEY RESPONSIBILITIES

### *Enterprise Risk Management*

- Conduct trainings and audits for grant recipients on enterprise risk management frameworks.
- Review **internal contracts and external funds deployment** to ensure appropriate reporting and compliance, working closely with the **Green Bank Investment Team**.
- Support the implementation and monitoring of the **Quality Management Plan (QMP)** and the **Quality Assurance Project Plan (QAPP)**, working closely with the Quality Assurance Manager (QAM).

### *Compliance Management*

- Support the development of and implement a **comprehensive compliance program** for Federal grants, ensuring adherence to:
  - **Programmatic and statutory requirements.**
  - **Procurement and cost accounting standards.**
  - **Subrecipient oversight.**
- Implement reviews related to compliance with **Uniform Grant Guidance (2 CFR Part 200)** and **Clean Communities Investment Accelerator (CCIA)** tracking and reporting.
- Monitor changes in Federal grant regulations and ensure timely compliance updates.
- Participate in **EPA compliance and implementation training**.

### *Internal Organization Leadership*

- Contribute to a **culture of compliance, ethics, and risk management** within the organization.
- Provide **training and guidance** to internal teams on regulatory and grant compliance matters.
- Work closely with the **CRCO, QAM, and Chief Investment Officer (CIO)** to ensure organizational policies align with regulatory requirements.
- Regularly report compliance status and risk assessments to senior leadership.

## QUALIFICATIONS

Successful candidates will bring a range of skills, experience, and attributes including:

- **4+ years of experience in Federal grant compliance, program compliance, or risk management**, preferably in a **nonprofit, government, or financial institution** setting.
- Proven experience in **implementing and reviewing compliance for Federally funded programs**.
- Knowledge of **2 CFR Part 200 (Uniform Grant Guidance)** and other Federal regulations governing grant-funded initiatives.
- Familiarity with **Davis-Bacon and Related Acts (DBRA)**; **Build America, Buy America (BABA)**; and **Quality Management in environmental data** reporting a plus.
- Experience in **community development finance, clean energy finance, or climate finance**.
- Prior experience in a **CDFI, green bank, or economic development organization** a plus.
- Experience in **internal controls, operations, and risk management frameworks** for large-scale public-private partnerships.
- Strong **analytical, written and verbal communication, and training** skills.
- Ability to engage with **diverse stakeholders**, including Federal agencies, financial institutions, and community partners.
- Strong **project management capabilities**, with the ability to manage multiple priorities and meet deadlines.
- Ability to **work collaboratively** in a dynamic, fast-paced environment.
- **Bachelor's degree** in a relevant field (finance, law, public administration, business, or related field).

The position is one of several positions hired as ACC and the Green Bank are growing, and it provides an opportunity for professional growth and development. ACC provides a collaborative and mission-driven work environment focused on community impact. Salary is commensurate with experience, within the range of \$90k - \$110k, and ACC offers a competitive benefits package through a Professional Employment Organization. The position is remote, and some travel is expected.

### **EQUAL OPPORTUNITY EMPLOYER**

ACC is an equal opportunity employer. We encourage you to apply even if your experience is not a 100% match with the position. We are looking for someone with relevant skills and experience, not a checklist that exactly matches the job description. We are committed to creating a collaborative and thriving work environment for all employees.

It is ACC's commitment to treat all its employees and candidates for employment with dignity and respect and to provide a workplace that is free from discrimination, whether that discrimination is based on race, color, religion, sex, national origin, disability, political affiliation, marital status, ages, sexual orientation, gender identity, pregnancy, or other non-

merit factors. The ACC strives to have a workforce that is representative of the communities we serve.

### **APPLICATION PROCESS**

To apply, upload detailed resume and cover letter explaining qualifications and your interest in this position by clicking [here](#). For inquiries, please contact Samantha Sadiv at [Samantha.Sadiv@cbiz.com](mailto:Samantha.Sadiv@cbiz.com). Resume review begins immediately.

### **About CBIZ's Nonprofit & Social Sector Group**

CBIZ's Nonprofit & Social Sector Group is working with Appalachian Community Capital and the Green Bank for Rural America to support the search. Our group is a mission-driven professional services firm seeking to do more for nonprofits and socially conscious organizations. Learn more about our work here: [Nonprofit & Social Sector](#).