**Job Title:** Manager, IT Governance and Compliance

**FLSA Status**:

**Reports to:**

**Schedule:**

**Description**:

The Manager, IT Governance and Compliance develops, implements, and maintains IT governance frameworks and ensures compliance with relevant regulations and standards. This position will collaborate closely with cross-functional teams to promote a culture of security, integrity, and compliance within the organization.

**Essential Job Functions:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

**Duties and Responsibilities**:

* Develops and implements IT governance frameworks, policies, and procedures for alignment with industry standards and regulations
* Leads IT risk assessment and mitigation efforts, identifying vulnerabilities and recommending appropriate safeguards
* Establishes and maintains a compliance program in line with laws and standards like GDPR, HIPAA, and ISO 27001
* Serves as a liaison with regulatory agencies, auditors, and other external stakeholders to facilitate compliance efforts and address inquiries or issues as needed.
* Provides guidance and support to IT teams and business units on governance, risk management, and compliance matters, including training programs
* Establishes and drives a comprehensive Vendor Management strategy and program for the IT department
* Prepares and presents reports to senior management and executive leadership on the status of IT governance and compliance activities

*The above statements describe the general nature and level of work only. They are not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added, or this description amended at any time. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

**Desired Competencies:**

* Accountability- Holding self and others accountable to meet commitments
* Collaborative- Partners and connects with others to achieve shared goals or objectives, seeking input and inspiring others to value the same, building trust with each collaborative interaction
* Instills Trust- Gaining the confidence and trust of others through honesty, integrity, and authenticity
* Negotiation Skills- Maintains integrity of motivation and purpose while demonstrating the skill of persuasion or achieving as close to a win-win arrangement as possible
* Resourcefulness- Identifying, securing and deploying resources effectively and efficiently
* Results Oriented- Consistently achieves results, even under tough circumstances
* Stakeholder Management- Effectively prepares and balances the needs of multiple stakeholders while acting fairly in the decision-making process

**Education and Experience:**

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**Location:**

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**Travel Requirements:** Less than 5% (almost no travel)

**Physical Demands:**

Frequent:

Occasional:

Infrequent: