

**Job Title:** Director - Pay to Play and Lobbyist Compliance

**Description:**

This position will provide compliance support to the Company's business units and corporate groups that are subject to Lobbyist Registration and/or Pay to Play Certification requirements. This position is a Director level position and will reside within the Corporate Compliance Department.

**Areas of Responsibility:**

This position is responsible for understanding the requirements, coordinating the flow of information, and administering regulatory filings related to Lobbyist Registration and Reporting, and Pay-to-Play Surveys and Reporting. This position will also play a central role in identifying Company sponsored/organized events and ensuring that such events receive appropriate review and approval with respect to any Public Official Gift and Entertainment Reporting. The selected individual will handle confidential company matters, and use judgment in decision-making and strategic direction. Specific activities may include:

1) Coordination and administration functions:

- Being familiar with legal requirements in jurisdictions where the firm conducts activities that may constitute lobbying and reporting of political contributions or possibly imposing prohibitions
- Analyzing the impact of legal decisions as directed by the Law Department, and communicating to affected businesses and functions
- Monitoring business developments and individual activity with the assistance of relevant Business units in order to identify and track activities that may trigger registration and pay-to-play laws
- Coordinating with business and functional owners to ensure continued awareness of lobbyist registration, governmental dealings and pay-to-play requirements
- Providing guidance on educating and training of lobbyists, local Compliance and others who may have roles or responsibilities (e.g. Finance, HR, Risk)
- Responding to questions and requests for assistance from businesses and functions.

**Description:**

2) Conducting the filing process:

- Surveying and following-up with lobbyists to obtain information about activity conducted
- Analyzing responses, including whether activity is reportable and calculation of reportable compensation and expense information
- Preparing and submitting filings
- Responding to regulators' follow-up questions
- Obtaining, maintaining and aggregating financial data for corporate annual filings

- Maintaining required records

**Required Skills & Experience:**

This position requires the ability to understand the regulatory environment and to work with regulators, conduct research and explain the requirements to the firm's lobbyists, local Compliance and others with impacted responsibilities including Business unit and corporate personnel. In addition the ideal candidate will have:

- 2-3 years relevant experience
- Project management experience
- Strong organizational skills
- Strong information gathering skills
- Strong written and oral communication skills
- Ability to represent the company when working with lobbyists and regulators
- Ability to multi-task and effectively deal with personnel at all levels
- College or advanced degree