



EPISCOPAL RELIEF & DEVELOPMENT

JOB DESCRIPTION

TITLE: Director, Enterprise Risk Management

REPORTS TO: President & CEO

DEPARTMENT: Executive Office

DIVISION: Executive Office

LOCATION: United States

FLSA STATUS: Exempt

EFFECTIVE DATE: March 2025

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Risk Identification:

- Conduct regular risk assessments to identify potential risks across all organizational areas, including operational, financial, legal, information technology, HR, reputational, program delivery, and compliance risks.
- Engage with staff at all levels to gather input on potential risks and concerns.
- Monitor industry trends and regulatory changes to identify emerging risks.

Risk Analysis:

- Evaluate the likelihood and potential impact of identified risks to prioritize them.
- Develop risk mitigation strategies and action plans for addressing key risks.
- Conduct a cost-benefit analysis of risk mitigation options.

Risk Mitigation:

- Implement risk mitigation strategies and monitor their effectiveness.
- Collaborate with department leads to embed risk management practices into daily operations.
- Ensure appropriate insurance coverage is in place to address key risks.

Reporting and Communication:

- Prepare regular risk reports for the President & CEO and other senior leadership.
- As necessary, brief the Audit and Risk Committee and the Board of Directors, highlighting key risks and mitigation plans.
- Communicate risk management policies and procedures to staff at all levels.
- Facilitate open communication about risk management within the

Compliance and Governance:

- Ensure compliance with relevant laws, regulations, and ethical standards related to risk management.
- Develop and maintain a comprehensive risk management framework aligned with the organization's strategic goals.
- Monitor and update risk management policies and procedures as needed.

Business Continuity Management:

- Develop, maintain, and implement business continuity and disaster recovery strategies for the organization.
- Develop contingency plans to deal with organizational emergencies.
- Conduct business impact analysis for all the functions of the organization.
- Plan, conduct, and debrief regular mock-crisis management exercises to test the adequacy of existing plans and strategies, updating procedures and plans regularly.
- Coordinate the crisis management committee.

Security Management

- Develop and implement a security strategy and supporting security procedures and guidelines, including staff training and awareness.
- Assists in the response to crisis events and security incidents.
- Act as the contact person on all security matters from security service providers.
- Identify and promote security best practices.
- Identify and monitor trends of security incidents affecting personnel and assets.
- Review proposed staff travel, make security recommendations, and ensure staff have the necessary information and are prepared for any risks.
- Ensure lessons are learned and disseminated from the pattern of security incidents.

Required Skills

- Strong understanding of non-profit operations and challenges.
- Experience in risk management methodologies and frameworks.
- Excellent analytical and problem-solving skills.
- Effective communication and presentation skills to engage stakeholders at all levels.
- Ability to work independently and collaboratively within a team.
- Familiarity with relevant legal and regulatory requirements for international relief and development NGOs.

EDUCATION:

- Bachelor's Degree in finance, business administration, economics or related field.
- Master's degree in business administration (MBA) focusing on risk management or a related field is preferred.

EXPERIENCE:

- Significant experience (5 to 7 years) in risk management roles within an organization, preferably in the international NGO sector.
- Proven track record of identifying, assessing, and mitigating complex risks across different areas of an NGO's operations, including compliance, legal, travel, and security.
- Experience collaborating across teams on projects related to risk management.

Technical Skills

- Expertise in risk assessment methodologies, including quantitative and qualitative techniques.
- Proficiency in data analysis and reporting to effectively communicate risk insights to stakeholders.
- Understanding of relevant compliance regulations, legal issues, and industry standards applicable to NGOs.

Soft Skills

- Excellent communication and presentation skills to articulate complex risk issues to senior leadership and diverse audiences.
- Strong interpersonal and collaboration skills to build relationships with various departments within the NGO.
- Ability to influence decision-making and advocate for proactive risk mitigation strategies.

Specific NGO Knowledge

- Deep understanding of the unique challenges and risks faced by NGOs operating in different geographic regions and program areas.
- Familiarity with travel and security risks associated with international NGOs.
- Awareness of government regulations and compliance requirements relevant to international NGO risk management.

Relevant Certifications

- Certified Risk Management Professional (CRMP), Certified Internal Auditor (CIA), and Professional Risk Manager (PRM).

OTHER REQUIREMENTS:

- May be required to work long hours and a varied schedule including evenings and weekends, as well as travel on occasion.

SALARY & BENEFITS:

Annual salary range of \$140,000-\$145,000 Per year

Competitive, comprehensive benefits package offered

How To Apply:

Email resume and cover letter to careers@episcopalrelief.org with the subject line “**Director, Enterprise Risk Management**” For more information, visit our website at www.episcopalrelief.org.

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities and/or qualifications.

Position descriptions are reviewed and revised to meet the changing needs of Episcopal Relief & Development at the sole discretion of management.

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Episcopal Relief & Development is committed to creating a diverse environment and is proud to be an equal opportunity employer (EEO). All employment practices will be administered without regard to an individual's actual or perceived protected characteristic(s) - race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status or any other legally protected status.

Episcopal Relief & Development offers reasonable accommodations for individuals with disabilities. You may request accommodation at any time.