



MANAGER OF COMPLIANCE

Nest is a US-based 501(c)3 nonprofit committed to furthering global workforce inclusivity, gender equity, and cultural preservation through responsible development of the global craft sector. Nest is reimagining the future of work and advocating for the interests of overlooked artisan and maker entrepreneurs and small businesses to advance gender equity and deepen economic inclusion for women and vulnerable populations in the United States and around the world. Through a comprehensive suite of programs, Nest supports over 1,500 micro and small businesses as they develop their operations to access meaningful market opportunities and achieve long-term success.

Nest is seeking a Manager of Compliance to support the implementation of Nest's Ethical Handcraft Program for Homes and Small Workshops. This role will report to Nest's Director of Compliance and Chief of Handcraft Compliance & Research Officer and will be responsible for on-site implementation of Nest's Ethical Handcraft services as well to provide support to current clients and will contribute to the implementation of compliance systems, projects, and development of programming. This is a field implementation position where up to 50% of the role will include international travel. *The candidate must be flexible, able, and competent to travel independently.*

Specific roles and responsibilities include, but are not limited to:

Compliance Program Implementation (75%)

- Work closely with the Director of Compliance and Chief Handcraft Compliance & Research Officer in implementing onsite and remote Compliance programming with vendor businesses located across 20+ countries
- Assist in management of active and past compliance projects, including project performance tracking and continuous communication with vendors
- Conduct training sessions to educate vendors and workers on Nest's ethical standards
- Provide remediation support and oversight to businesses to guide them towards improved compliance practices
- Collect quantitative and qualitative data through interviews with business leaders, subcontractors, and workers for program impact monitoring
- Build and maintain strong partnerships with artisan businesses through frequent email communications, Zoom calls, and onsite visits
- Assist in reporting for all paid compliance services rendered for a client, including creation of post training and CAP reports, regular project status updates, and impact data reporting
- *** Extensive international travel (~50%) will be expected for this position - candidate must be flexible, able, and competent to travel independently ***

Compliance Program & Global Solutions Development Support (20%)

- Contribute to the development of compliance e-learning platform, including curriculum and content creation, program set up, and testing
- Assist Chief Handcraft Compliance & Research Officer in development of compliance program tools and materials to improve program efficacy
- Provide support in the implementation of Ethical Handcraft special projects related to compliance

- Support Compliance team in streamlining compliance program and improving systems in order to create efficiencies
- Amount of time spent on Global Solutions projects will fluctuate throughout the year depending on the amount of bandwidth required for compliance implementation

Data and Technology Platform Management (5%)

- Management and coordination of data from compliance program and technology platforms with Director of Data Systems & Research

Experience & Qualifications

Ideal candidates will be highly organized, self-starting, creative problem-solvers with exceptional attention to detail, strong written, verbal, and interpersonal communication skills who can manage multiple projects and priorities, work well in a team, and constantly seek to contribute to the efficiency and effectiveness of the organization.

- Bachelor's Degree required, ideally focused on International Development, Social Work, Supply Chain Management, Sustainability, or Business
- Excellent command of Microsoft Excel, experience with Asana and/or e-learning systems is a plus
- Experience with craft-based businesses or SMEs, ideally within an emerging economy context
- Experience working in developing countries or low-income/rural communities
- Knowledge of industry trends in compliance and sustainability programming
- Consulting experience is a bonus
- Strong organizational and project management skills
- Able to multitask and balance shifting priorities
- Team player who thrives in an energized environment
- Problem-solving mindset and creative in developing solutions
- Strong interpersonal skills, writing and presentation skills

This is a full-time, remotely based salaried position with an excellent benefits package for US-based applicants, including an annual contribution of 10% of salary directly into a SEP IRA retirement account, medical, dental, and vision insurance, a potential bonus, and generous PTO days. Extensive international travel (~50%) is required for this position. The US-based salary range is \$65,000 - \$75,000, depending on experience and geographic location. The position is open to global candidates, and the salary and benefits package will be adjusted based on geographic location.

Work authorization in the country of residence and the ability to travel internationally without restriction is required.

Instructions for Applying

Please email your CV along with your interest in applying for the position to compliance@buildanest.org. The subject line should include your name and the position title.