

JOB DESCRIPTION

Job Title: Regulatory Compliance Specialist (“RCS”)

Location: Abbotsford, BC / St. Catharines, ON

Reports to: Director of Ministry Solutions Support

Salary Range: TBD

Position: Full Time, Permanent

Organizational Profile:

The Great Commission Foundation in Canada and Friends of the Great Commission in the US, (“The GC”) is a team of skilled administrative and accounting personnel dedicated to using their talents and expertise to enable people to follow God’s calling to fulfill the Great Commission of Jesus Christ. We support ministries and initiatives by providing the behind-the-scenes administrative, accounting, and compliance services they need to focus fully on their God-given mission.

Registered as a charitable foundation with the Canada Revenue Agency and as a 501(c)(3) with the IRS in the United States, we work exclusively with Christians and Christian ministries engaged in ministry work—whether on the mission field or serving locally.

The GC has operations in Canada and the US that empower over 800 organizations to serve in over 100 countries around the globe. The Foundation works exclusively with Christian ministries and projects in a dynamic cooperative relationship. Ministries and projects engage in outreach activities and provide on-site personnel on the mission field, while The GC provides essential administrative, accounting, and charity compliance expertise. It is a team effort working towards common goals: the advancement of the Christian faith, the furtherance of education, and the relief of poverty.

Job Summary:

The Regulatory Compliance Specialist (RCS) plays a key advisory and support role within the Great Commission Foundation (The GC) by ensuring that the organizational processes and activities of the ministries supported fully comply with Canada Revenue Agency (CRA) and Internal Revenue Services (IRS) and other applicable regulatory bodies’ rules and regulations respecting registered charities. The RCS is both an internal subject matter expert primarily supporting the Ministry Solutions and Ministry Advisors teams, as well as other internal departments, and an external support to our ministry agents and clients, by:

- continually developing knowledge expertise;
- internally building competencies of team members;
- conducting annual planning;
- mentoring team members by guiding, training and equipping team members to advance in their professional growth in compliance knowledge;

- finding creative and compliant solutions to challenges, with assistance from the Legal team;
- proactively developing ways to improve compliance quality, processes, and methods.

This role is ideal for someone who is curious, innovative and willing to continuously improve upon or redesign existing approaches. Building capability, providing expertise, and capturing process improvement are key desired outcomes.

KEY RESPONSIBILITIES

- Regulatory Compliance
 - Ensure that all advice and guidance is fully compliant with regulatory requirements, fully supporting ministries possible without undue risk to The GC.
 - Process Compliance Requests Efficiently – Receive and respond to compliance-related inquiries from team members, ensuring timely and accurate support.
 - Ensure Capital Project Compliance – Review submissions for completeness, verify documentation, and maintain accurate compliance records for reporting.
 - Provide Compliance Guidance – Conduct meetings with ministries and teams to clarify compliance expectations and provide ongoing feedback to streamline approvals.
 - Facilitate Approvals & Risk Management – Track outstanding documents, request additional due diligence when needed, and provide conditional approvals for Capital Project requests, ensuring adherence to funding policies.
 - Escalate Complex Issues – Identify and escalate cases requiring higher-level compliance review, reducing potential regulatory risks.
 - Assist with Year-End Compliance Reporting – Request year end reporting, ensuring reports are reviewed and compiled correctly. Verifies and audits reports, ensuring data accuracy and completeness
 - Support Audits & Close Compliance Gaps – Assist in audits, identify outstanding issues, and work with teams to ensure corrective actions are completed.
 - Enhance Organizational Compliance Training – Attend Legal & Compliance meetings and situational meetings, contributing to knowledge sharing across departments. Develop and host compliance training sessions for teams as needed.
 - Gain expertise in country-specific compliance policies and assist teams in understanding and implementing them.
 - Streamline Compliance Decisions Across The GC– Serve as a resource for all teams on compliance-related inquiries, ensuring consistent application of policies.
 - Analyze Compliance Trends & Reporting – Pull, track, and analyze compliance-related reports to provide strategic insights for process improvements.

- Proactively apply compliance knowledge to secure continuous improvement across the organization.
- Constructively explore new methods and processes to enhance organizational compliance standards and provides solutions and implementation of these solutions.
- Demonstrates an advanced understanding of compliance in all areas in relation to the ministry.
- Ministry Advising
 - Provides advanced level support to the Ministry Solutions and Ministry Advisor teams to ensure ministries and clients are supported well, by;
 - providing expert guidance and clarification on ministry related inquiries related to charitable use of the funds;
 - providing facilitation of compliance with the charity requirements of the Canada Revenue Agency (CRA) and providing strategic solutions for compliance-related challenges, as more particularized above;
 - providing advanced support in key administrative functions such as:
 - Expense claim and advance clearing management; ensuring sufficient proof of funds backup for charitable use of funds to show direction and control;
 - Capital project compliance review, approvals and documentation collection;
 - Donations and account inquiries resolution;
 - Overall risk management;
 - mentoring and providing training to the team, ensuring best practices for Ministry and Client support and equipping the team with the tools and knowledge needed to better serve them;
 - collaborate with internal teams including Legal, Compliance, Systems & Technology, Donations and Accounting to streamline processes and improve problem-solving approaches;
 - meet with ministries one on one to provide compliant solutions to their projects, while providing excellence in customer care;

QUALIFICATIONS

Education & Experience:

- Post-secondary in a related field is preferred.
- 3+ years in charity administration, or nonprofit operations; including:
 - Advanced understanding of compliance, including capital funding requests and categorical compliance.

- Previous CRA Audit exposure an asset
- 5+ years of experience in customer service.

Skills & Competencies:

- Strong analytical skills to assess compliance documentation requirements and identify gaps.
- Excellent attention to detail to ensure accuracy in approvals, tracking, and reporting.
- Strong communication and interpersonal skills, with the ability to engage effectively with staff and ministries.
- Strong problem-solving skills to proactively address and resolve compliance challenges.
- Good organizational skills to maintain structured compliance records and ensure timely follow-up on outstanding issues.
- Strong collaboration skills to work closely with various departments and ministries to ensure smooth and efficient processes.
- Proficiency in technology tools and systems for compliance tracking and reporting.
- Faith-based leadership and a servant-hearted approach.
- Commitment to the Ministry's Statement of Faith and Code of Conduct.

Knowledge & Training Requirements

- Knowledge of The GC's compliance, ministry advising, policies and procedures, and jurisdictional compliance standards.
- Familiarity with Capital Project funding regulations.
- Experience with document management and compliance tracking systems.
- Ongoing participation in Legal & Compliance training.

How to Apply:

Interested candidates are invited to complete the traits assessment below in addition to submitting a PDF of their resume, and cover letter to hr@thegc.org. Please include "Regulatory Compliance Specialist" in the subject line.

[Traits Assessment – Regulatory Compliance Specialist](#)