



Job Opportunity

Company	Global Trade Jobs
Job Title	Manager, Export Compliance
Location	Arlington, VA
Salary Range	\$85,000.00 to \$140,000.00 Per Year
Relocation Assistance	No

Job Description / Responsibilities / Requirements

Spirit of America seeks a highly competent, strategic, and motivated Manager, Export Compliance. The **Manager, Export Compliance** is responsible for and oversees the daily operations and strategic development of the export control program by working with internal stakeholders to provide actionable guidance on export regulations, conducting classifications of goods/services, preparing export license applications, applying appropriate use of license exceptions when available, maintaining the corporate records related to each transaction evaluated under the export control program, and assisting business partners to navigate export approvals all with an end goal of ensuring regulatory compliance. The **Manager, Export Compliance** will primarily focus on efforts related to the Export Administration Regulations (EAR) and will also assist with similar export authorization actions pursuant to the International Traffic in Arms Regulations (ITAR) as necessary. The **Manager, Export Compliance** may also serve as the Empowered Official for all Export Control matters. This is a full-time, exempt, in-office position based in the Arlington, VA office.

Responsibilities

- Collaborate with internal teams to understand business requirements and constraints and establish processes and procedures to ensure regulatory compliance while maximizing operational efficiency

- Evaluate internal purchase requests to identify what EAR/ITAR export authorizations are required, determine recommended course of action for sourcing goods/services, valid export control classifications, and identify documentation required for export control approvals
- Properly classify or otherwise document the classification of goods to be exported from the US or which will be purchased abroad but which are still subject to US export controls
- Adjudicate and document eligible EAR/ITAR exceptions for specific business transactions
- Prepare and submit license applications and required annual reports using SNAP-R and DECCS as applicable
- Coordinate with the field team to secure required end-user statements and end-user acknowledgements
- Track pending licenses and promptly respond to inquiries from BIS/DDTC; promptly notify field team when license approvals are received
- Communicate license provisos to the responsible team members and secure end-user acknowledgements if applicable
- Respond to ad hoc export compliance issues and mentor team members in day-to-day export activities across all functional areas
- Proactively identify compliance gaps and required corrective actions; deliver training to fill knowledge gaps; and participate in compliance reviews and projects as needed
- Recommend and assist in the creation and implementation of standard procedures, changes to the export control policy and compliance program, and annual training for all team members
- Remain current with regulatory changes to the EAR, ITAR, and OFAC and advise the business and the trade compliance team of the changes as applicable to authorization needs
- Verify the vendor vetting and sanctioned party list screening process has been completed; help conduct the vendor vetting and sanctions screening processes if needed
- Gather and maintain auditable records of all relevant documents pertaining to the export of or brokering of goods, services, and or data subject to US export controls in accordance with regulatory and company requirements
- Interface and coordinate with third party logistics and sourcing partners; provide final approval to move forward with a transaction
- Should a potential export violation arise, escalate the matter to the Chief Legal Officer and participate as instructed in the investigation and preparation of any needed voluntary disclosures
- Serve, or be able to serve, as the Empowered Official for all export control matters; at the very least, function as the initial point of contact for addressing legal and regulatory matters concerning export controls; escalating matters to the Chief Legal Officer as appropriate

- Authorized to enquire into any aspect of a proposed export, verify the accuracy of information submitted, and stop any current or anticipated transactions that is in violation of regulatory requirements
- Other duties as assigned

Qualifications

A successful candidate must have a genuine connection to the Spirit of America mission, including the work we do day in and day out. And at a minimum, the following education, experience, and skills and abilities:

Education and Experience

- Bachelor's degree or higher in a related discipline strongly preferred
- 5-8+ years of experience in global trade licensing required (and may be considered in lieu of a degree)
- Expert level knowledge of EAR licensing requirements and licensing exceptions
- High level of familiarity with ITAR is strongly preferred
- Proficient in commodity jurisdiction and classification determinations
- Working knowledge of SNAP-R and preferably DECCS

Skills and Abilities

- Demonstrated ability to develop and implement advanced export/import control concepts; and to apply US Government regulatory requirements in complex scenarios
- Proven experience building export controls governance infrastructure and strengthening export compliance processes and procedures
- Demonstrated ability to build effective teams to work complex issues across departments, levels, and with internal or external parties
- Excellent listening skills and ability to recognize when incomplete information is being provided, i.e. knowing there are more questions that should be asked/answered
- Excellent communication skills, both verbal and written, with an ability to lead training/public speaking
- Strong time management, organization, and program management skills
- Able to constructively work under stress/pressure when faced with multiple deadlines and workloads
- Able to work independently and constructively with limited supervision using sound business judgment with an absolute commitment to integrity and professionalism
- Strong proficiency with Microsoft 365 and its suite of products including MS Teams

Contact Information to Apply

Apply:

<https://www.globaltradejobs.com/employment/manager-export-compliance-listing-10645.aspx>