

## JOB POSTING

<b>Job Title:</b>	<b>Reporting &amp; Compliance Manager</b>	<b>Status:</b>	<b>Full time</b>
<b>Location:</b>	<b>New Westminster</b>	<b>Rate Range:</b>	<b>\$86,000-\$92,000</b>
<b>Hours:</b>	<b>40 hours/week</b>	<b>Posting #:</b>	<b>26-HO-002</b>
<b>Schedule:</b>	<b>Monday-Friday, 8:30am-5:00pm</b>	<b>Closing Date:</b>	<b>April 24, 2026</b>

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Now based in New Westminister, this is a meaningful opportunity to join the leadership team of an impactful and highly regarded not-for-profit organization delivering a wide range of programs and services across Metro Vancouver and Victoria, British Columbia.

We are seeking a highly analytical and detail-oriented **Reporting & Compliance Manager** to lead organization-wide performance monitoring, accreditation compliance, and reporting initiatives.

Reporting to the Senior Project Implementation Manager, this role plays a critical part in advancing Progressive Quality Improvement (PQI) practices, strengthening data integrity, and supporting strategic decision-making across the organization.

The successful candidate will work collaboratively with senior leadership, programs, finance, human resources, and board committees to ensure excellence in reporting, compliance, and continuous improvement.

### **Background**

The Elizabeth Fry Society of Greater Vancouver is the oldest, largest, and most programmatically diverse organization of its kind in Canada. Known as a social innovator and early adopter, it has led the development of programs replicated provincially and nationally. Through its programs, public education, and advocacy, the organization applies an intersectional lens to address the “four sisters” of trauma and violence: addiction, mental illness, homelessness, and incarceration.

### **KEY RESPONSIBILITIES:**

#### **Quality Improvement & Compliance**

- Lead and manage Progressive Quality Improvement (PQI) processes across programs and services.
- Ensure compliance with accreditation standards and regulatory requirements.
- Monitor and evaluate program performance to support continuous improvement initiatives.

#### **Reporting & Data Management**

- Develop and implement systems-based reporting frameworks and performance metrics.
- Analyze data and produce monthly, quarterly, and annual reports for senior leadership.
- Aggregate survey results, outcome data, and KPIs to support risk and performance reporting.

- Maintain data integrity through regular audits and system checks.

### **Project & Process Management**

- Develop and manage project plans, timelines, and deliverables in collaboration with senior management.
- Track and report on project progress using electronic tools.
- Prepare and submit grant and funding reports in collaboration with fundraising teams.
- Review and improve organizational processes, policies, and reporting systems.

### **Coordination & Communication**

- Coordinate PQI working groups, including agenda preparation, documentation, and follow-ups
- Support meetings, including minute-taking and tracking action items.
- Collaborate across departments to ensure alignment and accountability.

## **QUALIFICATIONS:**

### **Education**

- Degree in Business Administration, Human Services, or a related field.
- Focus on research, data analysis, or quantitative methods is preferred.

### **Experience**

- Experience in an accredited organization with continuous or progressive quality improvement processes and planning.
- Proven experience managing multi-team projects.
- Experience using KPIs to support organizational performance and decision-making.
- Proficiency in Microsoft Office (Excel, SharePoint, OneDrive, Power BI), Adobe, and database/CRM systems.

## **SKILLS & COMPETENCIES:**

- Strong analytical and data literacy skills with ability to maintain high attention to detail and accuracy.
- Excellent organizational and project management abilities
- Knowledge of accreditation standards and quality improvement frameworks
- Strong organizational, coordination, and time management skills to effectively manage multiple concurrent projects
- Strong communication and research skills
- Ability to maintain confidentiality and exercise discretion
- Understanding of non-profit operations is an asset
- Experience with accreditation bodies such as the Council on Accreditation (COA) is an asset

## **MANDATORY JOB REQUIREMENTS:**

- Doctor's Note of fitness required.
- A valid driver's license with a satisfactory driving record is an asset.
- Satisfactory Criminal Record Review (Vulnerable Sector Search).

**Benefits:**

- Participation in Society events
- Employee assistance program
- Extended health & Dental care including vision care
- Municipal Pension Plan

The agency is committed to creating an inclusive and equitable environment where all those participating in the organization are valued for their differences. We encourage and welcome applications from all qualified individuals, including applicants from all cultures and backgrounds, racialized communities, indigenous communities, diverse sexual and gender identities, various religious backgrounds, women, and those with disabilities. We are committed to a selection process and work environment that is inclusive and barrier-free. We encourage applicants to self-identify if they wish to do so.

Interested candidates must submit a cover letter and resume to [hiring@efry.com](mailto: hiring@efry.com) by no later than April 24 2026, with the subject line **#26-HO-002**.

**We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.**