

Policy and Compliance Review Consultant

Objective:

USA Weightlifting seeks an individual to undertake a policy review and coordination project on behalf of the organization.

The Mission of USA Weightlifting is to support United States athletes in achieving excellence in Olympic and World competition and to support, promote, and educate a diverse and inclusive community of weightlifting and the use of the barbell in the United States.

Role of the Consultant:

To organize a comprehensive policy library or operating manual that is easy and functional for both membership and staff to access.

The Project will incorporate the following:

- Collate all current organizational policies and procedures.
- Identify policy and procedure inconsistencies and gaps, if any, and recommend policies based upon best practices in the Olympic & Paralympic movement and other sport non-profit organizations.
- Identify policy inconsistencies in order to lead in the area of compliance with USOPC, US Center for SafeSport and US Anti-Doping Agency Requirements.
- Standardize formatting and version control.
- Working in significant collaboration with the CEO, Director of Finance & Compliance, Manager of Membership & Compliance, and department leads to ensure policies and procedures are current and fit for purpose.

Experience:

- Training or experience in the legal or compliance space, preferred
- Evaluating and documenting policy and procedures compliance, and documentation. Identifies improper documentation and researches issues and makes recommendations to improve policies or procedures accordingly
- Knowledge of NGB compliance policies and practices within the Olympic and Paralympic Movement, preferred
- Strong documentation, analytical, organizational, and project management skills
- Demonstrated ability to drive progress with little to no direct involvement from leadership
- Experience performing internal audits or compliance audits for sport not-for-profit organizations, preferred

Proposal Submissions:

1. Proposal, not to exceed 2,500 words

2. List of past clients/organizations with whom she/he/they have done similar work
3. CV's for all relevant team members

Proposals should contain the following:

1. Contact information
2. National Governing Bodies or Not-for-Profits worked with in the past
3. Project description and approach
4. Timeline for the project
5. Required compensation for the total project
6. References, with contact information

Timeline:

Proposals are due on or before February 25, 2022

The selected consultant will be notified by March 15, 2022

The consultant's work is anticipated to begin in April 2022