

DBE Compliance Manager

GCAP Services, Inc. is looking for a DBE Compliance Manager to oversee and support our diverse consulting projects within the public contracting arena. Primary responsibilities will include oversight of all DBE compliance tasks, performing assessments, developing spreadsheets, client interfacing and analysis of data. The Manager will be responsible for providing oversight and support, assessing and ensuring compliance with labor regulations, minority, women, and small business program requirements. The ideal candidate will be personable, analytical, organized, creative, and have a passion for working in a fast-paced environment. We are looking for a self-motivated person who has the ability and desire to collaborate with our team and quickly adopt new concepts with the goal of delivering optimal solutions to our clients.

Responsibilities

- Manages and oversees all aspects of DBE compliance monitoring on assigned projects.
- Reviews construction progress payments to collect and calculate the utilization of SBEs, DBEs, and other small business groups on a monthly basis.
- Develops and delivers client presentations providing DBE metrics and project updates.
- Acts as primary point of contact on DBE compliance projects and addresses client inquiries.
- Develops monthly and quarterly reports summarizing findings.
- Continuous maintenance of subcontractor data.
- Provides coordination and planning oversight for Small Business outreach activities, such as training workshops, webinars, outreach meetings, and other related events.
- Collaborate with departments to define deliverables and develop solutions that are reusable across the organization.
- Works closely with contractors/consultants and project teams throughout the project performance and payment periods to assist in ensuring client needs are identified and satisfied.
- Supports staff with client requirements, including preparing spreadsheets, documents, and emails.
- Collect and organize data, reports, spreadsheets and databases for analytical reporting.

Knowledge/Skills

- Excellent communicative, presentation and organizational skills.
- Ability to present complex information in an understandable manner
- Demonstrates knowledge of DBE/SBE program requirements and applicable regulations.
- Understanding of all aspects of an outreach or training events, including but not limited to planning, communicating, facilitating, coordination, registration, reporting, analysis and design of databases, and follow up.
- Ability to plan, gather, analyze and document contract and invoice data.
- Flexible, self-motivated, extremely well organized and detail oriented with the ability to work with large amounts of data.

- Effective verbal and written communication skills at all levels within the organization.
- Proficient in MS Excel, Word and PowerPoint. Knowledgeable of web-based applications, Constant Contact, WebEx, GoToMeeting, and other similar web-based applications.

Qualifications

- Bachelor's degree from a four-year college or university in Information Systems, Computer Science, Statistics, Mathematics, Business Administration or related field.
- 5+ years' experience monitoring DBE compliance and strategies, performing data collection and analysis, delivering client presentations, conducting outreach and event coordination in an analytical position demonstrating knowledge of information management, business intelligence, data mining or reporting.