International Leadership of Texas

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Description: Executive Director of Compliance

Department: International
Location: ILTexas Headquarters: Richardson, Texas
Reports To: Chief International Affairs
FLSA Status: Exempt/Non-Exempt (To Be Determined)
Employment Type: Full-Time

Date: August 2026

Job Purpose

The Executive Director of Compliance serves as the senior compliance officer for the ILTexas J-1 Visitor Exchange Program, ensuring full compliance with U.S. Department of State regulations and sponsor requirements. This role provides executive oversight of program compliance, including participant monitoring, SEVIS reporting, recordkeeping, federal reporting, staff training, risk management, internal audits, corrective actions, and regulatory preparedness.

The Executive Director leads and maintains the program's compliance management system, ensuring adherence to all Exchange Visitor Program regulations, policies, and procedures. Serving as the program's primary compliance authority, the Executive Director collaborates closely with the Responsible Officer (RO), Alternate Responsible Officers (AROs), Human Resources, campus leadership, legal counsel, and other stakeholders to uphold program integrity and regulatory excellence.

Key Responsibilities & Essential Duties

Regulatory Compliance and Program Oversight

- Serve as the senior compliance leader responsible for oversight of all aspects of the ILTexas J-1 Exchange Visitor Program.
- Ensure strict compliance and adherence to all Exchange Visitor Program regulations, sponsor obligations, Department of State directives, and applicable federal requirements.
- Develop, implement, and maintain policies, procedures, internal controls, and monitoring systems designed to ensure ongoing compliance with 22 C.F.R. Part 62 and all related Department of State guidance.
- Monitor regulatory developments and ensure timely integration of new requirements into organizational policies, procedures, and operations.

- Oversee all SEVIS reporting activities and ensure the accuracy, completeness, and timeliness of required submissions.
- Ensure proper maintenance of participant records and compliance documentation.
- Coordinate responses to Department of State inquiries, reviews, site visits, audits, and corrective action requests.
- Maintain executive-level reporting on compliance status, risks, findings, and mitigation strategies.

Compliance Management System

- Establish and maintain a formal Compliance Management System (CMS) for the Exchange Visitor Program.
- Implement processes to ensure continuous monitoring of program performance and regulatory compliance.
- Conduct quarterly internal audits to assess compliance with Exchange Visitor Program requirements.
- Oversee annual program reviews to evaluate compliance effectiveness, identify risks, and implement corrective actions.
- Develop and maintain compliance dashboards, performance indicators, and risk management tools.
- Establish systems for documenting findings, corrective actions, remediation efforts, and ongoing compliance monitoring.
- Conduct participant file reviews and compliance assessments to ensure program records meet federal requirements.
- Monitor corrective action implementation and verify the effectiveness of remediation efforts.

Training, Capacity Building, and Culture of Compliance

- Establish and maintain a culture of continuous compliance throughout the Exchange Visitor Program.
- Ensure all Responsible Officers (ROs), Alternate Responsible Officers (AROs), and Exchange Visitor Program personnel possess the knowledge, training, and resources necessary to consistently fulfill all federal notification, reporting, monitoring, recordkeeping, and oversight responsibilities.
- Develop, implement, and oversee a formal Exchange Visitor Program Training and Capacity Development Plan.
- Ensure all ROs, AROs, and staff with Exchange Visitor Program responsibilities participate in ongoing professional development focused on regulatory compliance, program administration, sponsor obligations, and federal reporting requirements.
- Coordinate and facilitate quarterly internal compliance training sessions
- Require annual compliance and competency assessments for all personnel with Exchange Visitor Program responsibilities.
- Ensure regulatory updates, lessons learned, audit findings, and best practices are incorporated into program operations, policies, procedures, and staff training.
- Maintain comprehensive documentation and tracking systems for all training, certifications, assessments, and professional development activities.

Program Administration

- Oversee the administration and operational compliance of all J-1 exchange visitor activities.
- Ensure exchange visitors receive appropriate orientation, support, monitoring, and program resources.
- Verify ongoing participant eligibility and compliance throughout program participation.

Risk Management and Investigations

- Identify, assess, and mitigate compliance risks affecting the Exchange Visitor Program.
- Develop and implement corrective and preventive action plans when compliance deficiencies are identified.
- Recommend improvements to strengthen organizational compliance infrastructure and reduce regulatory risk.

Federal and Stakeholder Relations

- Serve as the primary compliance liaison with the U.S. Department of State and other regulatory authorities.
- Coordinate preparation for federal reviews, audits, and site visits.
- Foster productive relationships with international recruiting agencies, immigration counsel, regulatory partners, and external stakeholders.
- Represent ILTexas in professional organizations, conferences, and regulatory training events related to exchange visitor programs.

Leadership and Strategic Planning

- Supervise compliance personnel and staff assigned to Exchange Visitor Program functions.
- Promote a culture of accountability, transparency, ethical conduct, and continuous improvement.
- Provide strategic recommendations to executive leadership regarding compliance risks, regulatory changes, staffing needs, and program improvements.
- Lead long-term planning efforts designed to strengthen compliance effectiveness and ensure organizational readiness for future regulatory requirements.

Minimum Qualifications

Education

- Bachelor's degree in education, international relations, public administration, business administration, compliance, human resources, law, or a related field.

Experience

- Minimum of five (5) years of progressively responsible experience in regulatory compliance, international exchange programs, immigration-related program administration, government oversight, education administration, or a related field.
- Demonstrated experience interpreting and applying complex federal regulations.
- Experience developing compliance programs, conducting audits, investigations, and risk assessments.
- Experience establishing policies, procedures, internal controls, and monitoring systems.

Preferred Qualifications

- Master's degree in education, public Administration, international relations, law, or related field.
- Direct experience administering or overseeing a J-1 Exchange Visitor Program.
- Experience serving as a Responsible Officer (RO) or Alternate Responsible Officer (ARO).
- Experience with SEVIS administration and reporting.
- Experience with F-1 international student programs, Student and Exchange Visitor Program (SEVP) requirements, and related immigration compliance responsibilities is an advantage.

Knowledge, Skills, and Abilities

- Expert knowledge of Exchange Visitor Program regulations and sponsor responsibilities under 22 C.F.R. Part 62.
- Comprehensive understanding of Department of State compliance expectations and program administration requirements.
- Knowledge of SEVIS reporting requirements and program oversight practices.
- Ability to design and implement comprehensive compliance management systems.
- Strong auditing, monitoring, investigative, and risk assessment skills.
- Excellent written, verbal, and presentation skills.
- Ability to communicate complex regulatory requirements clearly and effectively.

Physical Requirements

- Frequent sitting, standing, walking, and computer use.
- Ability to lift and transport marketing materials, photography equipment, and event supplies up to 25 pounds.
- Work with frequent interruptions; maintain emotional control under stress.
- Ability to travel frequently including evenings and weekends to support organizational events and initiatives throughout the DFW area and other ILTexas regions.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed Name and date: _____

Approved by and date: _____