

# Data Governance Manager

## Compliance Department

### Summary:

A key member of the Data Privacy Team and integral to the Information Governance work, this role will support the development, implementation and compliance of the information governance and privacy program.

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### Qualifications:

- At least 5 years proven experience in the development and implementation of a comprehensive information governance program.
- Experience working at this level previously.
- Working familiarity with controls relevant to NIST 800-171.
- Ability to collaborate with cross-functional teams and influence stakeholders.
- Familiar with data governance tools and technologies.
- Good stakeholder management.
- Experience managing projects.
- Experience working with the OneTrust platform advantageous.
- Skills & Education:
  - Bachelor's Degree required. Masters in an information management discipline preferred.

### Duties and Responsibilities:

- Participate in the development and upkeep of firm wide information governance and privacy programs as driven by firm, industry, legal and regulatory requirements.
- Collaboration with cross functional teams, confirming and formalizing data stewardship practices, driving a culture of understanding and compliance across the firm.
- Advise on the handling of, and controls relating to CUI in accordance with regulatory requirements and NIST 800-171.
- Identify, and monitor compliance activities relating to all aspects of the information lifecycle.
- Collaborate with cross-functional departments on the choice and implementation of technologies in support of the program objectives.
- Ensure information governance activities are consistent with legal and regulatory requirements.
- Reporting on status, actions, compliance.
- Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

**Status:** Exempt

**Reports To:** Data Protection Officer

**Workplace Type:** Remote (must be local to DC office)

Salary range is \$112,000- \$158,000.

## **Qualifications (Continued):**

- Data privacy qualification desirable, e.g. CIPP/US.
- Robust understanding of US laws and regulations as they relate to data – CUI, HIPAA, HITECH, ITAR, CCPA.
- Good understanding of GDPR.
- Understanding of PIPA, PIPL, POPIA is advantageous.
- As with all positions, the Data Governance Manager will be required to perform other duties as deemed necessary and assigned by the DPO or Firm Management.

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