

**MARKETPLACE WASHINGTON LLC  
COMPLIANCE MANAGER  
JOB DESCRIPTION**

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- 1) **TITLE:** Compliance Manager –IAD/DCA
- 2) **REPORTS TO:** General Manager IAD and DCA
- 3) **JOB DESCRIPTION:**
  - a) Manager ACDBE and LDBE compliance for IAD and DCA.
  - b) Coordinate outreach for ACDBE merchants, service providers and contractors.
  - c) Manage Street Pricing Program.
- 4) **RESPONSIBILITIES:**
  - a) Work directly with General Manager and Airport Authority for ACDBE and LDBE compliance record keeping.
  - b) Prepare monthly, quarterly and annual ACDBE and LDBE status reports.
  - c) Work with the General Manager to coordinate ACDBE and LDBE outreach programs.
  - d) Work with Construction and Specialty Leasing for ACDBE and LDBE compliance.
  - e) Assist merchants, service providers and contractors with securing and maintaining ACDBE and/or LDBE certification.
  - f) Prepare and submit all required Street Pricing Program reports.
  - g) Review and submit all street price changes.
  - h) Monitor all concessionaire menu boards, menus and retail pricing.
- 5) **SPECIAL SKILLS:**
  - a) Strong organizational and time management skills.
  - b) Attention to detail and the ability to manage multiple priorities and meet deadlines.
  - c) Strong communication skills, both written and spoken.
  - d) Knowledge of Microsoft Office computer software.
- 6) **EDUCATION and EXPERIENCE REQUIRED:**
  - a) Bachelor's degree in Business Administration or equivalent.
  - b) Three years experience in a related field.