



## Title: Compliance Specialist

**Department:** Business Development Programs & Execution

**Business Unit:**

**Reports to:** Director, CD Compliance

**FLSA:** Nonexempt

**Pay grade:** 3

**Last updated:** 03/2026

## Position Summary

The Compliance Specialist assists with the compliance activities related to various current programs administered by the Michigan Economic Development Corporation (MEDC) and the Michigan Strategic Fund (MSF) including the 21st Century Jobs Fund, the Michigan Community Revitalization Program (MCRP), the Revitalization and Placemaking program, the Revitalization and Placemaking 2.0 program, the Build MI Communities program, legislative grants, the Transformational Brownfield Plan program, the Michigan Talent Partnership program, as well as legacy loan, grant and tax credit programs such as Brownfield programs. The position monitors and coordinates internal compliance processes for assigned programs; maintains knowledge of economic development loan and equity transactions; creates and manages reports using Salesforce; serves as a contact to awardees, as well as providing internal and external customer support.

## Position Progression

Title	Pay Grade	FLSA
Compliance Specialist	3	Non-Exempt

## Principal Duties and Responsibilities

*These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA. The below statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.*

Title	Principal Duties and Responsibilities
Compliance Specialist	<ul style="list-style-type: none"> <li>• Reviews and processes milestone application and disbursement requests for program grants and loans.</li> <li>• Reviews and processes tax credit applications to ensure their completeness and compliance with both statutory and policy requirements for tax incentive programs.</li> <li>• Compiles, updates and analyzes data and produces reports for the various incentive programs monitored by the Compliance Unit.</li> <li>• Assists in the development of internal process documents to ensure MEDC and MSF compliance with statues, guidelines and contractual terms and conditions.</li> <li>• Prepares briefing memos and other documentation for presentation to the MSF Fund Manager and MSF Board.</li> </ul>



Title	Principal Duties and Responsibilities
	<ul style="list-style-type: none"> <li>• Prepares formal correspondence between the MEDC/MSF and grantees relative to awards.</li> <li>• Compiles data and performs analysis of program effectiveness and makes recommendations to team leader for program and process improvements as necessary.</li> <li>• Advises grantees regarding process; provides program training and maintains records of suggestions and concerns.</li> <li>• Prepares and ensures accuracy of data in annual legislative reports for programs under management by the Compliance Unit.</li> <li>• Provides customer service support to grantees accessing Salesforce for administration of awards.</li> <li>• Advises supervisor of non-compliant grantees, tax credit recipients, loan recipients, and provides recommendations for responsive action.</li> <li>• Performs other related duties as directed.</li> </ul>

**Supervisory Responsibilities:**

No supervisory responsibilities.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly sits, uses their hands, talks, and listens. Occasionally, they stand, walk, reach, and bend. They may need to lift or move up to 10 pounds. Specific vision abilities required include close vision and the ability to adjust focus, especially when working on a computer screen and with small numbers.

**Work Environment:**

This job operates in a professional office environment with moderate noise and activity. Partial in-office work is required.



## Employment Qualifications

The qualifications listed below are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

### Education:

This position requires a bachelor’s degree from a four-year college or university in business administration or related field; or equivalent combination of education and experience.

### Experience:

Title	Experience
Compliance Specialist	<p>Two years of related experience.</p> <p>Experience and/or training is required in any the following:</p> <ul style="list-style-type: none"> <li>• Processing data and interpreting legislative or other legalistic requirements</li> <li>• Administrative support, preferably in economic development and/or government administration, or experience administering similar economic development grant programs</li> <li>• Grant processing</li> <li>• Word processing, spreadsheet, database, and calendaring software</li> </ul> <p>Experience and/or training is preferred in the following:</p> <ul style="list-style-type: none"> <li>• Salesforce experience</li> </ul>

### Certificates, Licenses, or Registrations:

None required.

### Other Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to read, analyze, and interpret general business journals, governmental regulations, legal and contractual documents, and financial reports.
2. Ability to function with strong written and verbal communication skills.
3. Ability to write reports, business correspondence and procedure manuals.
4. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the public.
5. Ability to define problems, collect data, establish facts and draw valid conclusions.
6. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.
7. Ability to learn and adapt to industry- or position-specific software with minimal training.

