Job Description: Compliance Officer **Location: Dallas, TX, Hybrid, or Remote**

Company Description

Standish Compliance Services LLC ("Standish Compliance") is comprised of former SEC regulators, experienced private fund professionals, certified AML/KYC specialists, IT-proficient personnel, and professional compliance consultants. Standish Compliance serves as an extension of clients' in-house compliance functions, providing the regulatory and compliance expertise expected by institutional investors and regulatory authorities. Each client is supported by a dedicated team that works proactively to understand the client's business and to design, implement, and administer an effective compliance program. Standish Compliance's clients include private equity funds, hedge funds, venture capital funds, real estate funds, oil and gas funds, and other alternative investment funds, as well as select family offices and private wealth managers. Standish Compliance is a subsidiary of Standish Management, a leading global private fund administrator.

Opportunity

The Compliance Officer will serve as an integral member of client service teams, working closely with Managing Directors, Senior Officers, Associates, and Analysts to deliver high-quality compliance services. The Officer will be responsible for managing 15 or more client relationships and developing a comprehensive understanding of each client's business in order to provide customized, proactive compliance support. Key responsibilities include conducting compliance monitoring and testing, preparing and delivering annual compliance reviews, compliance manuals, risk assessments, training programs, compliance documentation, and required regulatory filings. The Officer will also train and oversee Associates and Senior Associates in Code of Ethics administration and the preparation and filing of regulatory forms, including Form ADV, Form PF, Form D, Blue Sky filings, Forms 13F, 13H, 13D/G, and Form NPX. The Officer will analyze and summarize regulatory developments, contribute to the development and delivery of compliance training materials, and participate in client development initiatives. The role involves close collaboration with senior management and other compliance professionals to further develop expertise in private fund operations and investment adviser regulatory requirements. Opportunities for advancement are available based on performance, experience, and demonstrated capability.

Position Summary

A Compliance Officer candidate must have 3-7 years of compliance and regulatory experience in the Investment Advisers Act and federal securities laws, as well as strong working knowledge of the private fund industry and compliance needs of private fund managers. The position requires excellent written and verbal communication skills, strong analytical abilities, a high degree of professionalism, and a proactive, detail-oriented approach to work. The Officer must be capable of effectively leading or participating in client meetings and representing Standish Compliance in a manner that fosters client confidence and trust.

The role requires the ability to manage multiple client engagements concurrently, the ability to transition efficiently between assignments, and work both independently and collaboratively. The Compliance Officer will also be responsible for assisting in the training, development, and mentoring of other team members, while anticipating client and firm needs and meeting deadlines in accordance with established standards and client commitments.

Training & Development Resources

Standish Compliance Officers are provided with access to a comprehensive suite of training and development resources to ensure current and thorough knowledge of private fund operations and applicable regulatory requirements. These resources include personalized training with former regulators and experienced private fund compliance professionals covering private fund structures, SEC regulation and enforcement, adviser and fund filing requirements, supplemental regulatory obligations, emerging regulatory topics, and essential professional skills. Officers also have access to a robust library of compliance modules, templates, policies, procedures, and internal and client-facing training materials.

Qualifications Required

- A bachelor's degree is mandatory. Graduate level education is a plus.
- Excellent communication skills, a proactive diligent work ethic, and the ability and desire to work collaboratively in a team environment.
- Proficient in Microsoft applications including Outlook, Word, Excel, and PowerPoint, with aptitude to learn new software and systems as needed.
- Ability to work in a fast-paced environment, service multiple clients, demonstrate effective time/task management, and meet strict deadlines.
- Ability to handle confidential information, work with limited supervision, and collaborate with compliance team members.
- Strong working knowledge of the investment management and private fund industry, regulatory and compliance environment, and general knowledge of accounting principles.
- Strong organizational skills, significant attention to detail, and solid ability to develop and maintain Excel spreadsheets and manage, organize, and analyze data and information.
- Ability to follow instruction and complete tasks in a timely manner, seeking additional clarification and guidance as needed.
- Ability to work proactively to identify tasks/projects needed to provide a high level of service.
- Ability to take initiative and responsibility for completing tasks without being instructed.
- Financial and accounting experience is a plus.
- Proficient with EDGAR and IARD systems and applicable regulatory filings.

Compensation and Benefits

- Competitive pay (commensurate with candidate's education and experience)
- Potential incentive compensation based on business development & profitability
- 401(k) retirement plan with employer matching
- Health / Dental / Vision Insurance
- Other insurance options, tax-preferred programs, and employee benefits
- Generous paid time off

Schedule and Work Environment

- 8:30am – 5:30pm Monday to Friday
- Office, Hybrid, or Remote work options
- Some periodic travel required, primarily within United States
- Opportunity to participate in industry associations and networking events