

Job Title: Compliance & Registrations Specialist (Volunteer)

Organization: Leader Transition Institute (LTI)

Location: Remote

Estimated commitment: 2-5 hours per week.

Flexibility: Work is fully remote with flexible hours.

Reports To: CEO and Treasurer

About Leader Transition Institute

The Leader Transition Institute (LTI) is a non-profit organization dedicated to providing individuals in transition—specifically service members, veterans of any era, and military spouses—with the skills and resources necessary to successfully navigate their next steps. Through our flagship program, Changing Focus: Moving From We to Me, we empower leaders to redefine their identity and find purpose in their post-service lives.

Position Overview

We have the systems built and the process mapped out; now we need a reliable partner to help maintain the rhythm. You will share ownership of our Monday.com compliance boards to ensure our state charitable registrations are filed accurately and on time. Because this role involves managing filing fees and sensitive organizational data, we are seeking a volunteer who prides themselves on their professional ethics, transparency, and attention to detail.

Key Responsibilities

Shared Workflow Management: Collaborate on the Monday.com dashboard to track upcoming deadlines, update status labels, and ensure no task "falls through the cracks."

Document Coordination: Pull the necessary "ingredients" for filings (Form 990, audited financials, board lists) from our shared drive.

Fee Management: Utilize an organizational credit card to process state filing fees, ensuring every transaction is documented and reconciled within our tracking system.

State Filings: Navigate state-specific portals to enter data and upload documents with high accuracy.

Reporting & Transparency: Keep the Monday.com board "green" so the leadership team has real-time visibility and peace of mind regarding our compliance standing.

What We're Looking For

We are seeking a detail-driven steward with experience in:

- **Unquestionable Integrity:** You will have access to sensitive financial data and an organizational credit card. Absolute confidentiality and fiscal responsibility are mandatory.
- **Mandatory Background Check:** Due to the financial and legal nature of this role, a comprehensive background check is required.
- **Operational Tech Skills:** Comfort navigating Monday.com (updates, attachments, and deadlines) and various government filing portals.
- **Detail-Oriented Nature:** You are the type of person who double-checks every field and verifies every attachment before hitting "Submit."
- **Mission Alignment:** A strong interest in leadership development and a passion for supporting the military-connected community.

Time Commitment

Estimated commitment: 2-5 hours per week.

Flexibility: Work is fully remote with flexible hours. Scheduled syncs with the CEO and/or Treasurer are expected to maintain alignment.

Why This Role Matters

Behind every impactful program we run is a foundation of legal trust and transparency. State charitable registrations are our “license to operate”; without them, our ability to fundraise, apply for grants, and expand our reach stops.

By sharing ownership of this work, you become a guardian of LTI’s organizational integrity—helping ensure we remain in good standing across the country and that every dollar entrusted to our mission is backed by the compliance and accountability our donors expect.

Why Volunteer with LTI?

- **Make an Impact:** Directly contribute to the success of those we serve as they navigate life-changing transitions.
- **Build Your Portfolio:** Gain hands-on experience in the behind-the-scenes work that keeps a nonprofit running and demonstrate your ability to manage compliance, systems, and organizational accountability.
- **Flexibility:** This is a 100% remote role with a flexible schedule that fits your life.
- **Our Values:** We’re a small, mission-driven organization that values clarity, follow-through, and respect for people’s time.
- **Networking:** Connect with a community of dedicated professionals and military leaders.

How to Apply

This is an unpaid volunteer position intended for individuals who wish to contribute their skills to support LTI's mission. If you're ready to help us change the narrative for leaders in transition, we'd love to hear from you! Please send a brief introduction and a link to your portfolio (or examples of your work) to admin@leadertransitioninstitute.org