

Contracts Manager

About the Organization

Canal Alliance exists to break the generational cycle of poverty for Latino immigrants and their families by lifting barriers to their success. Canal Alliance is a nonprofit champion of immigrants who are challenged by a lack of resources and an unfamiliar environment. Every day, we educate, empower, support, and partner with motivated immigrants to best meet all their unique needs—from putting food on the table, to becoming American citizens, to learning English, to graduating from college, and gaining quality, career-path employment.

Canal Alliance strives for a trauma-informed collaborative and inclusive culture. We invest in high quality services, professional development, and work-life balance.

Position Summary

The Contract Manager is responsible for overseeing the entire contract lifecycle for all funding contracts, ensuring that the organization meets its contractual obligations and maximizes revenue from these contracts. The Contract Manager works closely with program directors, the development team and other departments to ensure effective contract negotiation, execution and management. The Contract Manager is a member of the Accounting/Finance Team and reports directly to the Chief Financial Officer.

Responsibilities

- Collaborate across departments to lead the contract management process (lifecycle) from initiation to closeout.
- Coordinate contract-related activities including budgets, funding needs, invoicing, reporting, and executive review.
- Coordinate and support effective cross-team communication and decision-making about potential contract funding opportunities providing technical assistance and guidance to program staff on interpretation of donor regulations, budget requirements, and performance, reporting and award requirements, and ensuring funding and deliverables are aligned with organizational and program priorities, budget needs, and staff capacity.
- Work with CFO to lead and actively participate in cross-team meetings to ensure alignment around funding priorities, support decision-making about whether to pursue new funding opportunities, plan for funder outreach and renewal meetings, and provide status updates regarding contract and grant deliverables.
- Represent the agency at pre-application bidder's conferences and post-award grantee gatherings.
- Serve as agency's primary liaison with funders on matters related to contract administration and compliance, including coordination of any needed adjustments to the grant/contract terms or budget; respond to funder inquiries as needed.
- Coordinate documentation (such as letters of reference, MOUs, certificates of insurance, financial statements and other reporting information) to support contract applications and compliance.
- Coordinate with program directors & development team members to negotiate contracts with funding partners.
- Conduct periodic financial management and contract execution status reviews to ensure contracts are on budget, time, and task.

- Maintain an accurate, up-to-date system to track invoicing for fee-for-service work and receipt of contract funds.
- Support programs to prepare for external programmatic or financial audits which may include coordinating documentation and other supporting materials.
- Work with the CFO to ensure all business terms in the contract accurately reflect the terms negotiated with the contracting party.
- When appropriate, consult with outside legal counsel to ensure agency interests are protected and agreements comply with relevant laws and regulations.
- Ensure that project workplans, timelines and application narratives align with contract budgets and planned expenditures.
- Ensure all deadlines for finalizing contracts and renewing contracts are met.
- Lead effective utilization of Salesforce and project management software for contract management and ensure that all contract deliverables are entered, updated and tracked.
- Prepare and provide regular reports to leadership and program teams regarding contract funding pipeline, status of program deliverables, billing/invoicing and receipt of payment, and renewal timelines.
- Provide formal and informal contract management and execution training to program staff.

Requirements

Qualifications:

- Bachelor's degree in business administration, accounting, or a related field.
- 3+ years of experience in contract management, including experience in taking the lead in all stages of the contract lifecycle and contract financial analysis.
- A strong understanding of government procurement regulations and procedures.
- A working knowledge of accounting principles.
- Excellent organizational, communication, and interpersonal skills.
- The ability to manage multiple projects simultaneously and meet deadlines.
- Experience with Salesforce and project management software (desired).

Compensation

This is a full-time, exempt position with benefits. We offer a competitive salary range from \$80k-\$85k with a benefits package that includes:

- 3 weeks paid vacation per year
- 12 days of sick leave per year
- 4 Wellness Days per year (one per quarter)
- Paid Birthday each year
- 16 paid holidays per year
- 100% paid employee medical & dental insurance, life insurance, LTD, and EAP.
- 403(b)-retirement plan with employer match of up to 4% after 3 months of employment.
- Voluntary benefits include FSA, vision, life, and pet insurance, as well as coverage for dependents.
- Telehealth for physical and mental health

Location

This position is hybrid, minimum of 2 days onsite in San Rafael. Attendance at quarterly in-person staff retreats, and any other in person trainings and meetings as needed as well as occasional night and weekend events.

Canal Alliance Equity and Inclusion Statement

Canal Alliance actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry and all other identities represented among our diverse employees.

***Please submit resume & cover letter**

Application Process

Please apply by clicking this link

<https://recruiting.paylocity.com/Recruiting/Jobs/Details/2123419>