

Contracts Administrator

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 Contracts Administrator 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 Contracts Administrator works closely with program directors, the development team and other departments to ensure effective contract negotiation, execution and management. The Contracts Administrator is a member of the Accounting/Finance Team and reports directly to the Chief Financial Officer [CFO].

Responsibilities

- Collaborate across departments to lead the full lifecycle contract management process, from initiation to closeout.
- Coordinate contract-related activities including budgets [proposals, modifications, reports], funding needs, invoicing, reporting, and executive review.
- Coordinate with CFO, 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.
- Work with Staff Accountant to 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

Qualifications:

- Bachelor's degree in business administration, accounting, or a related field.
- 3+ years of experience in contract management particularly with nonprofit organizations, including experience in taking the lead in all stages of the contract lifecycle and contract financial analysis.
- Experience with project budgeting and accounting required.
- A strong understanding of government procurement regulations and procedures.

- 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 \$78k-\$87k with a benefits package that includes:

- 3 weeks paid vacation per year
- 12 days of sick leave per year
- 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

"Canal Alliance works a 4 Day Work Week with typical work hours Monday through Thursday 9am to 5pm for this position."

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.

Application Process

Apply for this position by clicking this link

<https://recruiting.paylocity.com/Recruiting/Jobs/Details/2578843>

Salary Description

\$78,000-\$87,000