

Title: Contracts Manager

Job Category: Salaried, Non-Exempt

Primary Work Site: Region A Partnership for Children (RAPC) Sylva Office. Candidate must reside within the Region A counties.

Travel Required: Some travel is required throughout the seven counties of Region A.

Salary Range: \$ 35,000 - \$50,000

Hiring Range: \$ 35,000 - \$42,000. The RAPC also offers a comprehensive benefits package which includes an employer sponsored health plan, access to group dental and vision plans, a SEP-IRA with immediate vesting and generous leave policies.

Physical Demands: Ability to perform general office work, sit for long periods of time, reach overhead, drive throughout western North Carolina in all seasons, and lift up to 25 pounds without assistance.

Reports To: Chief Financial Officer

Essential Skills:

- A demonstrated ability to coordinate and organize work strategically and systemically.
- A collaborative nature with a variety of stakeholders such as internal RAPC staff, Direct Service Providers (DSPs), board members and community partners.
- An ability to analyze and question subgrantee reporting information and draw relevant conclusions.
- Experience in applying organizational standards and developing effective workflows.
- An ability to work independently and with minimal supervision.
- Exceptional interpersonal, verbal, and written skills and computer literacy.

Role and Responsibilities:

The Contracts Manager is responsible for the coordination and management of all contracts issued to and by the Region A Partnership for Children. The Contracts Manager ensures compliance with the contract terms and conditions and the contracting process for the RAPC and its subgrantees.

Core Functions

- Coordinate the pre-contracting and contracting processes between the RAPC and funding agencies
- Develop subcontracts for RAPC subgrantees within funding guidelines using established contract templates
- Enforce contract compliance with subgrantees
- Conduct on-site and virtual monitoring visits to ensure contract compliance to the financial and operational components of subgrantee contracts

- Obtain all training relevant for the programs funded through the RAPC that will enable the Contracts Manager to provide appropriate technical support and guidance as needed to the direct service provider staff and administrators
- Provide orientation and training to new service provider contract and fiscal staff
- Analysis and entry of subgrantee reporting information in grant reporting systems
- Compile RAPC contract and grant related reporting
- Developing reports and the presentation of information to the RAPC's relevant governing board and committees
- Assist in the collection and organization of information requested by funders and auditors
- Assist in the development of grant applications
- Perform other duties as requested by the Chief Financial Officer and Executive Director to support the efforts of the RAPC

Minimal Qualifications Required:

- A bachelor's degree in business, finance, nonprofit management, or other related field
- Minimum of 2-3 years of relevant nonprofit experience
- An intermediate level of proficiency with Microsoft Office product., virtual meeting software, and electronic document management software such as DocuSign and Adobe Sign.
- Excellent oral, written, and interpersonal communication skills
- Reliable transportation for travel within Region A

Additional Preferred Qualifications:

- Experience in the management of NC state contracts and grants
- Federal and State grant financial reporting experience
- Internal Auditing/Financial Assurance experience