

Job Title: Contracts Manager
Location: 642, Remote
Reports to: Vice President of Finance
Supervises: N/A
Status: Full-time/Exempt

ORGANIZATION SUMMARY

Facing Forward to End Homelessness (Facing Forward) ends the cycle of homelessness for families and individuals by offering hope, help, and housing. Facing Forward utilizes a Housing First model, which provides permanent supportive housing to chronically homeless individuals, families, and veterans. Under this model, we first ensure that clients have a safe, stable home, and then we empower them as they lead a *forward-facing* life. By providing permanent housing and a full array of services, including case management, healthcare, referrals for substance abuse treatment, mental health issues, education, and job training, we give homeless people in Chicago the tools they need to reclaim their lives.

VISION

Facing Forward is committed to empowering all individuals to envision a brighter future. We constantly strive to ensure our approach reflects the unique paths that have led people to Facing Forward. We are committed to fostering a diverse, equitable, and inclusive environment where each member of Facing Forward is empowered to be themselves, share ideas, and contribute to the mission and vision of the organization. We believe that we are stronger together. We want to serve as a foundation and partner with clients, staff, vendors, and community partners. In unity, we can work to prevent and end homelessness for our clients, to partner and guide them on their journey toward stability, health, and self-sufficiency.

Decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, handicap, disability, or any other factor determined to be unlawful by federal, state, or local statutes

POSITION SUMMARY:

The Contracts Manager provides leadership and direction in the management of government contracts. The Contracts Manager is responsible for administering and coordinating multiple government contracts totaling over \$4 million in revenue. The position works cross-departmentally with various departments, including operations, development, finance, and program to assess the potential of new funding from government contracts, apply for renewal of funding, develop budgets, and ensure accurate reporting. The Contracts Manager is also for ensuring compliance with all agency and funder requirements

ESSENTIAL JOB FUNCTIONS

Government Contracts (70% of the position)

- Manage the application, budgeting, and reporting processes for all government contracts, including
 - Forecasting contracts cash flow
 - Review monthly, quarterly, and annual data – reporting any concerns to leadership

- Compile information from various departments to submit grant renewals, applications, vouchers, and periodic program reports
- Develop and manage the calendar of all submissions, renewals, reports, and contract deadlines
- Attend meetings and trainings related to contract applications
- Research and prepare summaries of potential new funding opportunities
- Work collaboratively with all departments of the organization, informing other staff in a timely fashion to obtain needed input for submissions and reports
- Serve as primary liaison with the Continuum of Chicago and appropriate government agencies
- Coordinate all government site visits. Prepare for and serve as the direct contact for fiscal audits on contracts
- Serve as liaison between government contacts and FF. Create and maintain relationships with outside agencies and network when appropriate.
- Respond to ongoing communications with staff and government contacts
- Assist with contract compliance and evaluation of contract scopes and goals
- Ensure paper and electronic records of contracts are complete and up to date

Finances (25% of the position)

- Work with the finance department to ensure accurate financial reporting, compliance, and expenditure control
- Complete monthly, quarterly, and annual fiscal reports, including annual budgets, budget to actual reports, and budget revisions
- Provide staff leaders with timely reviews of the financial status of government contracts and progress in its various programs and activities.
- Assist in the development of the annual operating budget

Other Responsibilities (5% of the position)

- Uses email and other technologies to communicate with staff and others and to efficiently complete work assignments
- Protects the organization's value by keeping information confidential
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining networks, participating in professional organizations
- Perform other duties as assigned

Attendance at Meetings Required by Supervisor

- Team Meetings
- Contracting Meetings
- Staff Meetings

QUALIFICATIONS

Education, Certification, License

- Bachelor's degree in business or accounting (or a related field with a combination of education and government contract or finance work experience) preferred

Experience

- Three + years of experience in contracts management, government contracting, or accounting
- Demonstrated experience and knowledge of Federal, State, and Local government contracts

- Proficient in use and knowledge of Microsoft Office and general office equipment
- Familiarity in the use and application of NetSuite or other nonprofit ERP is preferred

Skills and Abilities

- Excellent written and oral communication skills; ability to work independently; and ability to manage multiple tasks
- Commitment to overall social and economic justice issues
- Demonstrated communication skills, both verbal and written
- Excellent interpersonal skills and a collaborative management style
- Demonstrated commitment to high professional, ethical standards
- Open to direction and commitment to getting the job done
- Ability to work with a participative style of decision-making

Working Conditions and Physical Requirements

- May work from home, ability to telework
- Sitting for extended periods is required
- Intermittent physical activity including standing, walking, bending, lifting (less than 10 pounds)
- Normal manual dexterity and hand-eye coordination
- Verbal communication

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the position's essential functions.

Compensation

- Salary is \$52,587 - \$58,407, commensurate with experience
- Comprehensive benefits package (with some employee contributions) includes medical, dental, vision, life, and long-term disability insurance. Employer-matched retirement plan
- 10 paid vacation days, 12 paid sick, three paid personal, and ten paid holidays during the first year

To Apply

- Submit (1) cover letter, (2) resume, and (3) your salary requirement to: lashonda@ffchicago.org
- Please write your last name, first name, and position in the subject line of your e-mail.
- Please address in your cover letter how your qualifications fit our listed qualifications and expectations.
- Incomplete applications will not be accepted. Position begins as soon as possible.