



Because we're stronger together®

Position Posting

Position Title:	National Technical Assistance Center (NTAC) on Grandfamilies and Kinship Families Contracts Manager
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Summary:

Generations United's National Technical Assistance Center (NTAC) on Grandfamilies and Kinship Families is seeking a Contracts Manager to join our results-oriented team.

Description:

The National Technical Assistance Center (NTAC) on Grandfamilies and Kinship Families is a new federally supported Center for integrating and improving systems and services for grandparents, other relatives and close family friends who raise children when parents cannot. The Contracts Manager is responsible for developing, reviewing, and monitoring all NTAC contracts, contract compliance, securing competitive bids for services as required, compiling reports for funder, and maintaining all documentation and records required by the federal Cooperative Agreement. Other activities include vendor relationships, processing partner and consultant payments and monitoring systems that support the NTAC's work.

Essential Functions, Duties, and Responsibilities include:

- Develop, review, and monitor all NTAC sub-recipient agreements, Subject Matter Expert contracts and other contracts and agreements and ensure compliance with internal and federal requirements
- Compile all reports required by the NTAC cooperative agreement and ensure accuracy and timely submissions
- Manage and maintain all documentation required for the NTAC
- Manage procurement and vendor selection in compliance with organization and federal requirements and maintain vendor relationships
- Manage NTAC operations and coordinate with organization's operations staff
- Support NTAC cost reimbursement and process partner, consultant, vendor, and other payments
- Assist with annual audit preparations
- Other Responsibilities:
 - Proactively monitor media and make suggestions at internal "What's Happening Meeting" to share relevant articles and resources
 - Assist with organization wide events planning
 - Other duties as assigned

Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required (or preferred where noted).

- Minimum Bachelor's degree in finance, business or related degree preferred
- At least four years professional experience in grants and contracts management (federal preferred), office management, business management, and/or finances
- Excellent computer skills and proficient in Microsoft Office products . Knowledge in Quickbooks a plus
- High level of motivation, and initiative

- Strong interpersonal skills and ability to work effectively under pressure in both a team setting and individually
- Flexible, resourceful, attention to detail and highly organized with ability to multi-task
- Strong professional ethics
- Ability to work in a fast-paced office
- Support of Generations United's mission
- Ability to work in the Washington, DC headquarters office is strongly preferred - the office is currently open with remote work flexibility due to the COVID-19 pandemic

Working Conditions:

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works in office setting. Interacts with staff, the public, prime partners, consultants, and outside vendors. May be subjected to interruptions throughout the workday.
- While performing the duties of this job the employee is frequently required to sit, use hands to finger, handle, or feel and talk or hear. The employee is expected to use a handcart, move, or lift items up to 25 pounds. Running errands on foot is occasionally required. The vision requirement includes close vision.

Equal Employment Opportunity:

Generations United is committed to equal employment opportunity for all individuals. No employee or applicant for employment shall be discriminated against on the basis of race, color, religion, conscience, national origin, disability, age, and sex (including gender identity, sexual orientation, and pregnancy) and any other personal characteristic protected by federal, state, or local law.

Classification: Exempt

Status: 100% FTE

Reports To: Finance and Operations Director

Salary: \$57,000 annually with excellent benefits

Interested applicants should send a cover letter and resume to gu@gu.org by Wednesday, November 17, 2021.