



<https://www.turnaroundinc.org/job/contracts-administrator/>

Contracts Administrator

Description

TurnAround's mission is to educate, advocate for, and empower all people impacted by intimate partner violence, sexual violence, and human trafficking. TurnAround is a rape crisis center and domestic violence center. The **Contracts Administrator** position is responsible to track and support projects, ensuring contracts and grants deliverables are met, completed on time and within budget. They will work with various members of the team and external stakeholders. The Administrator must be highly skilled at tracking budgets, dates, and other detailed information. They also should be skilled in driving results in context of outcomes and compliance requirements of grants and contracts with varied stakeholders including staff and partners in senior positions. Work is performed under the supervision of the Chief Communications Officer, in close collaboration with existing Grants, Finance, and Data team members. The Contracts Administrator is a team member helping to scale our work through effective and efficient contract management.

[Learn More](#)

Hiring organization

TurnAround, Inc.

Employment Type

Full-time

Job Location

Multiple Locations

Working Hours

Must be able to travel to TurnAround office locations in the Greater Baltimore Area as needed for in-person meetings including team events. Mon to Fri, 9am – 5pm (40 hrs/week)

Base Salary

\$ 70,000 - \$ 80,000 (based on education and experience)

Date posted

July 30, 2026