



Job Title: Contracts Administrator

Reports to: Chief Communications Officer

Classification: Exempt

Location: Remote; Must be able to travel to TurnAround office locations in the Greater Baltimore Area as needed for in-person meetings including team events.

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

Summary:

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.

Essential Job Functions:

- Track and coordinate all contractual deliverables with internal and external stakeholders. In coordination with project leads and managers, ensure contractual goals and outcomes are met and all aspects of the grant project/s runs smoothly and efficiently.
- Track and report on the completion of contractual deliverables ensuring they are completed on time, are within budget and meet compliance requirements.
- Review contract terms, conditions, and commitments with stakeholders to ensure that funds are expended in compliance with the applicable terms and conditions.
- Collaborate with Grants Team and other staff and stakeholders to develop funding proposals to support new and existing programs in line with TurnAround's strategic plans.
- Prepare reports, including coordinating financial tracking, invoicing and reporting with the Finance department, Grant, and Program staff regarding the execution and progress of contractual projects.

- Ensure staff and contractor time gets charged to appropriate contract, and the time is recorded per contractual specifications.
- Participate in data quality control, and collection of metrics, in coordination with Data Team.
- Ensure TurnAround is in compliance with federal, state, and other financial and administrative requirements for pass-through funds.
- Oversee the subcontract procurement and vendor approval process.
- Monitor changes to regulations and industry best practices and advises on current or emergent compliance concerns.
- Track and report on existing contracts, ensuring that money, services and goods are received on time. Coordinate with Vendors, staff, and when applicable, program participants, as needed to ensure contractual intent is being met.
- Modify, update, and maintain contracts and associated documentation, processing, and communicating changes.
- Participates in developing and maintaining procedures and processes.
- Establishes work priorities in a highly organized manner while maintaining flexibility in scheduling and adhering to quality requirements and deadlines.
- Perform other tasks and responsibilities as assigned.

Educational Requirements:

- Bachelor's degree (Business, Public Policy, Social Work, Human Services), or equivalent combination of education and experience.
- Minimum of five (5) years of experience in grant management, contract management, and project and/or program management and coordination.
- Proficient in Microsoft Office Suite, spreadsheets, databases, and technology systems for reporting, documentation, communication, and data tracking; able to quickly learn new systems.
- Strong organizational, time management, and recordkeeping skills, with excellent attention to detail and the ability to meet deadlines.
- Excellent written, verbal, interpersonal, negotiation, and conflict resolution skills.
- Demonstrated sound judgment, professionalism, integrity, accountability, and the ability to maintain confidentiality while following privacy policies.
- Experience working with diverse populations and addressing participants' unique needs.
- Self-motivated, adaptable, and committed to continuous learning and professional development, with flexibility to work occasional evenings and weekends.

Desired Skills and Experience:

- Experience managing federal and non-federal grant application/award processes and post award grants management.
- Experience with program or audit compliance and proper documenting practices.
- Work with grant funders or in a grant environment.
- Experience working in an environment with multiple partners and stakeholders.
- Proven record of working collaboratively to meet performance goals.

- Intermediate or higher proficiency in database systems.
- Proven record of working collaboratively to meet performance goals.

LANGUAGE SKILLS

Ability to communicate clearly, professionally, and diplomatically, and interact effectively with all stakeholders.

REASONING ABILITY AND TECHNICAL SKILLS

Strong computer proficiency, including Microsoft Office, email, internet applications, and recruiting databases/ATS. Ability to exercise sound judgment, solve problems effectively, and seek supervisory guidance when appropriate.

TRAVEL: Must be able to travel to TurnAround office locations in the Greater Baltimore Area as needed for in-person meetings including team events.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Routine office mobility.
- Occasional lifting of boxes.
- Ability to comfortably speak for an hour or more.
- Sustained posture in a seated position for prolonged periods of time.
- Must have valid driver's license and utilize personal vehicle.

AFFIRMATIVE ACTION/ EQUAL EMPLOYMENT:

TurnAround, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

[This job description is intended to describe the general nature and essential duties of the position. Duties, responsibilities, work assignments, and reporting relationships may be changed, added, or reassigned at any time based on program needs, operational requirements, funding availability, regulatory changes, or organizational priorities. TurnAround reserves the right to modify the position description as necessary to meet the needs of the agency and the individuals we serve.]