



National Resource Center on Domestic Violence

JOB DESCRIPTION

JOB TITLE: Contract Specialist

TEAM: Operations

STATUS: Exempt, Full-time

REPORTS TO: Vice- President, Advancement & Organizational Sustainability

SUPERVISES: N/A

APPROVED BY: Vice- President, Advancement & Organizational Sustainability

DATE APPROVED: September 2021

SUMMARY: The mission of the National Resource Center on Domestic Violence is to strengthen and transform efforts to end domestic violence. NRCDV works in close partnership with allied organizations committed to gender, racial, economic and social justice.

The National Resource Center on Domestic Violence embraces an intersectional approach to addressing and preventing domestic violence and any form of gender-based violence that works to dismantle all forms of structural oppression and the people it impacts. While NRCDV Stands in solidarity with individuals and groups who have been targeted, degraded, threatened and marginalized, we are committed to remaining racially explicit in actualizing our Theory of Change: *If we center the lived experiences of survivors of color in order to end systemic racism, we will attain safe and thriving communities.*

The Operations Team (Ops) focuses on providing foundational support that is responsive and innovative to the programmatic work of the NRCDV. Using a focus based on the mission and racial equity, the Ops team strives to consistently serve the needs of the staff, organizational partners and key stakeholders. Through partnerships and collaborations, the Ops Team works to integrate an intersectional analysis that names contextual considerations and complex structural and systemic barriers that disproportionately impact communities of color, Tribal communities, and other marginalized and underserved communities.

The Contracts Specialist will partner with staff in order to understand their contracting requirements, compile specifications, facilitate vendor selection and negotiate agreements as necessary on utilizing tools and processes such as approved contracting instruments such as agreements, RFP's, etc. The position will be expected to collaborate and share information within, and across team to support the contractual work of the NRCDV. The role will also be responsible for initially building mutually beneficial relationships with strategic suppliers to ensure ongoing value is delivered to NRCDV through these contractual relationships.

The Contract Specialist will be highly collaborative, knowledgeable of federal contracting rules, centered on racial equity seeking and creating opportunities for relationships with individuals and entities from marginalized communities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manage the contracts development and implementation processes from beginning to end including but not limited to:
 - Working in collaboration with staff prepare the appropriate contracting tool for the proposed work, having it executed before the start of the contractual work with appropriate approvals
 - Ensuring all proposed currents have adequate funding as detailed in NRCDV budgets
 - Serving as the principal liaison with external consultants and contractors to ensure that communication is efficient and effective
 - Assisting in reviewing and preparing contracts for accuracy, completeness and submission
 - Monitoring contract performance of assigned areas and assists with determining compliance with terms and conditions of the contract and policies by examining various performance indicators such as: reports, deliverables and other indicators.
 - Coordinating with staff and consultants to ensure that the contracts are fulfilled in compliance with the contract terms and regulations
 - Assessing performance of consultants to identify the need for amendments of current contracts
 - Preparing amendments as necessary and well within the performance period
 - Creating mechanisms to track outgoing and incoming contracts
 - Working in close partnership with the Fiscal team to ensure that all contracts are encumbered and tracked in the accounting systems
 - Responding appropriately to breach of contracts following procedures
2. Maintain the contract administration record-keeping and reporting system from the initial phase through the close out of contracts including but not limited to:
 - Maintaining open lines of communication with the outcomes of transparency and integrity with external consultants and NRCDV staff such as answering routine questions, providing assistance regarding the correct processing of contracts, status of routine contracts and handling complaints

- Creating a matrix of all proposed contracts at the start of every fiscal year which is accessible to all staff
 - Collaborating closely with relevant programs staff to update the contracts matrix and the contract tracking workbook
 - Meeting with project managers to identify objectives, needs and issues concerning project contracts
 - Following the life of each contract ensuring all required documents are appropriately saved both digitally and in physical files
 - Researching regulations periodically to ensure that contracts are updated and compliance with laws
 - Meeting with program staff consistently to assist in the obligation of contracts, and updating them on the status of contracts
 - Providing support in the development, implementation, analysis, and documentation of organizational policies and procedures
 - Assisting with updating of contract administration and procurement policies and procedures.
3. Prepare requests for proposals (RFP) for procurement or publicly advertised technical, professional, services contracts including but not limited to:
- Preparing RFPs in consultation with relevant staff regarding the scope of work
 - Developing solicitation strategy while paying attention to equity
 - Coordinating the process for collecting proposals and conducting vendor sessions as necessary
 - Assisting in determining appropriate selection criteria and assembling teams within NRCDV to do the selection
 - Wrapping up the RFP process with the award of the contract to the selected entity.

OTHER DUTIES

1. Represent the NRCDV externally as needed in the solicitation of vendors and meetings with consultants and contractors.
2. Actively engage in ongoing anti-racism and anti-oppression trainings and discussions and apply these approaches/analyses to ongoing activities related to this position
3. Update project management tools accurately and consistently, and provide project status reports
4. Attend staff and team meetings as required
5. Other duties as assigned

QUALIFICATIONS: 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. Accommodations may be made to enable individuals with disabilities and Deaf individuals to perform the essential functions.

Education and Experience

- Lived experience or familiarity with the gender-based violence movement or other movements for social change

- Experience: A minimum of two years of professional experience in financial analysis, project management, grant administration, inter-agency agreements, contract administration or a combination of education and/or training and/or experience which provides an equivalent background required to perform the work
- Any equivalent combination of education, internships or apprenticeships, and work experience

Administrative Skills

- Strong organizational skills
- Considerable attention to detail, ability to manage multiple projects simultaneously and meet deadlines, advanced proofreading skills and accurate data entry
- Ability to create and format written documents, letters, meeting notes and reports with little or no oversight

Communication Skills

- Excellent writing, editing and verbal communications skills
- Demonstrates empathy, patience, advocacy and conflict resolution

Computer Skills

- Computer proficiency with knowledge of Apple computers and experience with Microsoft Office a plus
- Skilled in Adobe DocuSign and Adobe PDF processing
- Working knowledge of SEO principles, expertise using content management software/systems and Google Analytics preferred
- Demonstrated skills in office systems and equipment and a willingness to learn additional electronic technologies

Language Ability

- Ability to read and interpret documents
- Ability to prepare clear correspondence as well as accurate and concise reports

Reasoning Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, verbal, diagram or schedule form

Math Ability

- Ability to read, interpret, organize and analyze data

Other Skills, Abilities and Behaviors

To perform the job successfully, an individual should demonstrate the following:

- Teamwork: Collaborates and communicates within and across teams, enabling workflow and positive partnerships

- **Personal Accountability:** Drives toward results while taking personal responsibility for actions and professional interactions
- **Continuous Improvement:** Develops strategies for continuous improvement and protects against avoidable mistakes
- **Ethics and Integrity:** Treats others with respect and consideration regardless of status or position; Approaches situations with diplomacy, tact and discretion; Inspires the trust of others; Reacts well under pressure
- **Judgment:** Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions
- **Dependability:** Follows instructions; Responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan
- **Adaptability:** Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events
- **Equity and Inclusion:** Celebrates and shows respect and sensitivity for cultural differences; open to ongoing learning about other cultures, values and beliefs
- **Safety and Security:** Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly
- **Fiscal Responsibility:** Works within approved budget; conserves organizational resources
- **Attendance/Punctuality:** Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time

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

While performing the duties of this job, the employee is regularly required to communicate with others, move and sit frequently. The employee may also be required to lift or move objects of up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

TRAVEL REQUIREMENTS: Occasional travel between NRCDV Offices in Harrisburg and Washington DC required, as well as occasional national travel

This position may be remote.