

Contract Manager

The Contract Manager plays a critical role in developing proposals for funding, managing contracts and legal documents to support the programs, staff and organization. They are experienced with contract management and government reporting requirements. The major function of this position is to ensure consistent management of all proposals and contracts regarding bidding, submission, documentation, reporting and personnel documentation. We are seeking a individual who shares our organization's passion for excellence. The position is currently offered at three days per week and reports directly to the Executive Director.

Key Responsibilities and Duties

- Draft proposals, applications and grants for funding and program development
- Supports the evaluation, execution and monitoring of contracts, specifically as it pertains to achievement of targets, outcomes and program objectives
- Oversee organizational contract development and management activities and enforce organizational principles of integrity and compliance.
- Maintain deadlines on deliverables
- Creates all personnel and sub-contract contracts within program parameters
- Completes contract close-out, extension or renewals as appropriate
- Conducts a Privacy Officer role of – internal audits for appropriateness, completeness and objectivity, review of documents and intake procedures, eligibility check, program-readiness assessments, program acceptance rationale, review of program documents and curriculum for compliance with objectives
- Ensure that all staff and volunteer onboarding documents are completed with accuracy including enrollment in privacy courses, providing all Criminal Record Check processing and recording of certifications
- Communicates contract details and objectives to managerial team and provides guidance as needed and prepares reports for ED as required
- Ensure that all insurance certificates and credentials are sufficient for the organization and prepares renewal documentation to ensure compliance for the organization as a whole as well as individual programs.
- Provide relief for other Managers as requested
- Attends manager meetings with the intended purpose of keeping ED and other managers abreast of new information and taking on additional large projects and tasks, and budget maintenance.
- Complies with NexusBC policies and procedures including NexusBC code of ethics

Core Competencies

- Professionalism through use of higher-level thought processes, adherence to standard practices, ethical behaviours, and respectful practices
- Strong verbal and written skills, and ability to convey complex information in a way that others can readily follow.
- Good understanding of the legal ramifications of contracts and government reporting
- Commitment to continuous learning.

Qualifications

- University education preference given to those in Business, MBA preferred
- Minimum 2 years experience in contract development, monitoring and delivery
- Prior work experience in a contract management role
- Experience in applying organizational standards when developing requests for proposals and drafting contracts.
- Ability to systematically analyze complex problems, draw relevant conclusions and implement appropriate solutions.
- Excellent computer skills – Microsoft Office, Word, Excel, PowerPoint, Access and online databases
- Experience working in a non-profit environment an asset