

Contract Manager

Under the supervision of the Executive Director, the Contract Specialist completes specific tasks for assigned portfolio of contracts.

General

Works in accordance with HHC values and ethics standards including:

- Guests/participants, colleagues and volunteers treated with respect at all times.
- Complies with HHC personnel policies by maintaining appropriate boundaries concerning relationships with guests and respecting HHC rules regarding the use of HHC property.
- Avoids loud, threatening or derogatory language at all times unless an emergency situation requires special behavior.
- Maintains confidentiality of guest information both in and outside of work.
- Treats all guests and fellow staff members fairly in accordance with HHC guidelines and policies.
- Completes all checklists, incident reports, time cards and other written materials carefully and honestly.
- Collaborates actively with fellow staff members to achieve HHC objectives and improve services. Functions as a supportive team member enhancing the effectiveness of colleagues. Offers feedback as needed but in a respectful and open manner.
- Assumes responsibility for understanding and following HHC procedures, outside agency regulations, laws and standards applicable to his/her area of responsibility.
- Reports any ethical violations or significant failure to follow HHC policy to appropriate management staff.

Specific Responsibilities (for assigned contracts)

1. Maintains complete contract file with all relevant documents (contracts, reports, billing, correspondence etc.) in shared drive.
2. Prepares required budget and reporting submissions in appropriate systems (CORE, DOH workbooks, e-Snap etc.)
3. Maintains a comprehensive calendar of all required reporting.
4. Works with staff to prepare and submit all required reports.
5. Manages billing and monitors payments.
6. When assigned, represents NLHHC with funders.
7. Coordinates audits of assigned HHC programs by local, state or federal funders by supporting program staff in the process of preparation and completion of the audit process.
8. Assists Executive Director in preparing budgets for proposals to assigned funding sources.
9. Completes monthly review of budget vs. actual to identify areas in need of review.
10. Develops and conducts program audits/reviews to assure compliance with program requirements.
11. Evaluates performance measures to identify opportunities to improve outcomes.

Qualifications

Ability to work independently, to handle multiple priorities simultaneously and to build effective collaborations with staff and funders.

In depth knowledge of Excel.

Ability to learn multiple on-line state/federal databases.

Strong analytical and written communication skills

Position

This position is full time but with flexible hours. Compensation to start \$19.00-\$22.00/hour depending on experience.

Application

Interested applicants should submit a resume and a detailed cover letter describing his/her relevant experience. Resumes without cover letters will not be reviewed. For more information about the work of the New London Homeless Hospitality Center please check our website at NLHHC.org.

Applications may be submitted by email to:

Nicole Thomas
Personnel Manager
personnel@nlhhc.org

New London Homeless Hospitality Center is an equal opportunity employer that does not discriminate on the basis of race, religion, color, national origin, sex, military status, age, disability, sexual orientation, gender identity, genetic information, creed, citizenship status, or any other characteristic protected by federal, state or local laws. This policy applies to all of New London Homeless Hospitality Center's hiring practices, and to all terms and conditions of employment.