



## Heading Home

**Job Title:** Senior Contract Specialist  
**Program:** Heading Home Agency Wide  
**Reports To:** CEO  
**Hours:** 9:00 am – 5:00 pm

Exempt  Non-Exempt

### **Position Summary:**

*The Senior Contract Specialist serves Heading Home with oversight of contracts, including research, negotiation, compliance and reporting. The position also is responsible for all legal compliance and filings.*

### **Essential Duties & Responsibilities of the Senior Contract Specialist include:**

- Identify and evaluate contracts for both current and future organizational funding needs.
- Attend all meetings with potential funders (city, state and private) for discussion of existing and potential contracts.
- Lead staff position for writing contracts for services with ultimate responsibility for ensuring that applications clearly, accurately and professionally represent Heading Home.
- Develop system for, and manage program staff engagement in submission of contract applications and compliance.
- Monitor and ensure organizational contract compliance. Meet monthly to review contract compliance with appropriate staff and program directors.
- Manage reporting of all city, state and federal contracts as required by funding sources. The Senior Contract Specialist will submit all contract budgets to the CEO for final approval. The position will coordinate efforts within the organization to streamline related standard operating procedures.
- Lead the contract budget strategy and process. Work with accounting, department heads and CEO in building annual budgets, such that the position has a clear assessment of where funding gaps may exist and use those gaps to identify appropriate contract opportunities.
- Works with the Advancement Team and Executive Management Team in developing strategic organizational plan and strategic development plan.
- All other duties assigned.

### **The responsibility of all Heading Home employees includes the following:**

- Always represent and promote Heading Home in a positive and professional manner.
- Maintain good attendance and punctuality in keeping with Heading Home Policies.
- Attend all staff and organizational meetings as required.
- Observe and practice safe work habits and practices in compliance with regulations, statutes and organizational policies.

- Maintain client, resident, guest and organizational confidentiality in compliance with organizational policies and procedures.
- Read, understand and comply with all guidelines of the Heading Home Employee Handbook.

**Qualifications:**

Master’s or Bachelor’s Degree, or commensurate experience, in contract writing and management. A minimum of five years’ related experience is required. Working knowledge about issues of homelessness is a plus.

To perform this job successfully, the individual must have excellent technical writing skills, must be able to think strategically and work well with others to achieve grant contract goals. The person will have demonstrated success in managing both small and with large contracts (\$100,000+). The requirements listed below are representative of the knowledge, skill and/or ability necessary to satisfactorily perform the duties of the Senior Contract Specialist. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Skills:**

- Excellent composition skills
- Experience with contract management
- Project management to monitor contract cycles
- Ability to meet deadlines
- High proficiency in file maintenance
- Works well within a leadership team
- Knowledge of Microsoft Word, Excel, PowerPoint, and Outlook.
- Knowledge of area service providers and community resources.
- Knowledge of similar community programs.
- Ability to communicate effectively orally and in writing.

**Other Requirements**

- Valid New Mexico driver’s license and reliable transportation.
- Ability to navigate stairs, ladders, ramps and uneven terrain.
- \*CPR/ First Aid Certification or ability to become certified within 30 days of hire.

This job description does not constitute an employment agreement between the employer and employee. This document is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Sr. Contract Specialist

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
CEO