



Heading Home

Job Title: Contracts Director
Department: Accounting
Reports To: Finance Controller
Hours: 9:00 am – 5:00 pm

Exempt Non-Exempt

Position Summary:

The Contracts Director serves Heading Home with oversight of contracts, including research, negotiation, compliance and reporting. The position is responsible for all legal compliance and filings and assists the accounting department with its work.

Essential Duties & Responsibilities of the Contracts Director include:

- Project leader responsible for managing timely submission of contracts and contract revisions.
- Lead writer with ultimate responsibility for ensuring that submissions clearly, accurately and professionally represent Heading Home.
- Attend all required funder meetings as they relate to contracts.
- Monitor and ensure organizational contract compliance and reporting.
- Coordinate with the Finance Controller so that contract budgets fit within the overall budget strategy.
- Maintain legal requirements and files (e.g. current good standing with attorney general's office, certifications, leases, etc.).
- Maintain accurate and clear filing system.
- Assist accounting department as needed.
- 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:

Excellent writing skills. Strong project management and filing system. The position will have demonstrated success in managing multiple, large contracts. A minimum of three years' related experience and a working knowledge about issues of homelessness is preferred.

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
- Project management
- Ability to meet deadlines
- High proficiency in file maintenance
- Solid experience with contract management
- Demonstrated skill in Microsoft Word and Excel
- Experience in using Outlook
- Knowledge of area service providers and community resources

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: _____
Contracts Director

Signature: _____ Date: _____
Finance Controller