



**Heading Home**      **March 2021**

**Job Title:**      Contracts Director  
**Department:**   Accounting  
**Reports To:**    Finance Controller  
**Hours:**          Salaried

Exempt

**Position Summary:**

*The Contracts Director serves Heading Home with oversight of all contracts, including research, negotiation, compliance and reporting. Heading Home has a significant amount of government contracts and the position is responsible for having a full and deep knowledge of such. The position is also responsible for all legal compliance and filings and assists the accounting department with its work.*

**Essential Duties & Responsibilities:**

- Manage all aspects of City, State and other contracts.
- Coordinate contractual impacts across departments and with accounting.
- Coordinate with the Finance Controller so that contract budgets fit within the overall budget strategy.
- Maintain legal requirements, compliance and filing (e.g. current good standing with attorney general's office, certifications, leases, etc.).
- Monitor and ensure organizational contract compliance and reporting.
- 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.
- Maintain accurate and clear filing system.
- Attend all required funder meetings as they relate to contracts.
- Assist accounting department as needed.
- All other duties assigned.

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

- Live Heading Home's Core Values throughout all of work.
- 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:**

An understanding of City of Albuquerque and other government contracts. Excellent writing skills. Strong project management and filing system. The position will have demonstrated success in managing multiple, large contracts. Must be able to identify and coordinate contractual impact across the organization. Excellent attention to detail. Ability to track and maintain all compliance and regulatory filing. The requirements listed below are representative of the knowledge, skill and/or ability necessary to satisfactorily perform the duties of the Contract Director. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Minimum of three years managing contracts. A working knowledge of issues regarding homelessness is preferred.

**Skills:**

- Solid experience with contract management
- Excellent composition skills
- Project management
- Ability to meet deadlines
- High proficiency in file maintenance
- Demonstrated skill in Microsoft Word and Excel
- Experience in using Outlook

**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: \_\_\_\_\_  
Contracts Director

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Finance Controller

Date: \_\_\_\_\_

**To Appy Send Cover Letter and Resumé to [DennisP@HeadingHome.org](mailto:DennisP@HeadingHome.org)**