

Health Education Council Contracts Administrator

Health Education Council

The Mission of the Health Education Council is to cultivate health and well-being in under-served communities by leveraging the power of collaboration.

- Focused primarily on eliminating preventable causes of death resulting from the use of tobacco, poor nutrition, and lack of physical activity;
- Working proactively and collaboratively to ensure individuals are empowered to live a healthy life;
- Representing diverse staff, community partners and funders to better serve communities that otherwise do not have a voice for care, or access to healthy environments.

Function

The Contracts Administrator manages and coordinates all activities involved in the measurement and accountability of programs and administration of all contracts and subcontracts in accordance with Health Education Council policies and procedures and appropriate standard business practices. Oversight including a variety of contracts to include those executed with government entities, private corporations, foundations, other nonprofit agencies, universities, school districts, and others. The Contracts Administrator works closely with accounting staff to ensure fiscal contract compliance and invoicing and payments and program directors/administrators to ensure program compliance.

Responsibilities

- Manage and ensure contract requirements, both budget and program, contract revisions and amendments, coordination of invoicing and payments, submittal of required contract reports and contract closeout
- Work with fiscal and data management personnel
- Work with key program staff to ensure budget compliance
- Coordinate with Communications staff to develop program impact reports
- Provide oversight to all contracts to ensure HEC is following compliance with appropriate government and federal regulations and other grant requirement.
- Initiate or participate in compliance reviews and supports internal controls reviews and monitoring or facilitation of implementation of corrective action plan, as requested.
- Upon close-down of a project, assist in close-outs; assist with final disposition of property
- Provide training on regulatory and other matters to staff across the organization on funding awards.
- Perform contract/subcontract review, negotiations and interface with customer/vendor contracting personnel.
- Assist with cost proposals to address Request for Proposal (RFP) requirements.
- Review all contract/subcontract modifications and proposals for completeness, compliance and accuracy.
- Monitor performance, funding and payments on assigned contracts.
- Notify the Executive Director of potential non-compliance and other problems that could have an adverse impact to the Health Education Council.
- Ensure compliance with all US Government contract reporting requirements.
- Develop and execute subcontracts.
- Prepare RFP packages for prospective subcontractors, as well as evaluate responses.
- Develop, issue and negotiate subcontract agreements.
- Assist program directors and other program staff in the oversight of subcontractor performance.
- Occasional travel as needed to support proposal and negotiation efforts.

Requirements

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- At least 5-10 years of experience planning, implementing grant funded programs contract, administrative, financial and programmatic requirements.
- Demonstrated success developing and complying with program contracts and implementing and successfully operationalizing contracted programs from a variety of grant funding sources.
- Proficient in using technology as a grants management reporting tool and experience working with information technology to develop and implement contract systems
- Strong project management skills managing multifaceted contracts and budgets resulting in measurable successes and program growth
- Experience working with a high-performance, collaborative, constructive peer group
- Demonstrated results in managing non profit admin and program systems and proven experience negotiating with funders, subcontractors.
- Excellent verbal and written communication skills with exceptional attention to details
- Personal qualities of integrity, credibility, and a commitment to and passion for the Health Education Council's mission

Compensation

Salary will be determined commensurate with experience and education. After 90 days of continuous full time employment, benefits including medical, dental, insurance, vacation, sick leave, major holidays and retirement plan are available. The Health Education Council is an equal opportunity employer.

Deadline for Receipt of Applications:

E-mail, Fax or Mail resume and cover letter (please write “RE: Contracts Administrator” on cover letter) to:

Health Education Council

ATTN: Philip Bensing

3950 Industrial Blvd. Suite 600

West Sacramento, CA 95691

Fax: 916-446-0427 or **E-mail:** apply@healtheducouncil.org