



KCRHA
King County Regional Homelessness Authority

Grants (Contracts and Compliance) Manager

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Role Title: Grants (Contracts and Compliance) Manager

Salary Range: \$95,000 - \$120,000 per year

The RHA provides unlimited vacation, 96 hours of paid sick and safe, 12 official holidays and 2 personal holidays, medical, dental, and vision benefits, a pension plan and Deferred Compensation Plan to eligible employees, life insurance and LTD.

Organizational Overview

The King County Regional Homelessness Authority (the Authority) oversees all homelessness related programming and prevention initiatives in the Seattle/King County region. Created via an interlocal agreement between the City of Seattle and King County in 2019, the Authority is charged with building and implementing a regional approach to ending homelessness in King County. To accomplish this, the Authority is specifically tasked with:

1. Engaging and centering people with lived experience;
2. Focusing on justice-based approaches to actively address disproportionalities in the population experiencing homelessness; and
3. Integrating the perspectives of a wide range of stakeholders across King County through a sub-regional planning process that recognizes the unique attributes of communities within the county.

The Authority is currently in its founding era and seeks dynamic and skilled leaders at all levels.

Team Overview

The Grants Team within the Regional Authority is responsible for contracting and compliance monitoring for publicly -funded homelessness services. This team's work also includes contract and compliance-related strategy development, implementation, auditing and oversight, and continuum of care administrative responsibilities within the Authority. The team has direct lines of interaction with all offices across the Authority, working closely with the Program & System Performance Division and the Executive Office to ensure direct alignment with the big-picture strategy and goals of the Regional Authority.

Role Description

contracts with providers of homelessness related programming administered by the Authority. This role primarily leads and oversees projects related to management of the Regional Authority's homelessness services managing and continuously improving the Authority's contracts and compliance workflows, ensuring staff are supported in effectively collaborating in cross functional teams across departments, ensure effective, efficient, and equity-focused compliance and monitoring responsibilities, and to support the Authority's continuum of care (CoC) administration and annual NOFO.

As a new governmental agency there are significant systems integration and implementation projects that the Authority is undertaking, and the Contracts and Compliance Manager will engage in various ways to support those projects and will work closely with consultants and inhouse system administrators to continuously improve the system useability.

The Grants team is part of the Finance Team with the Authority's Administrative Division. This position will supervise two Accounts Payable Specialists, one Contracts Coordinator, one Contracts Specialist, and three Grants Compliance Specialists and will be responsible for leading provider audits, annual contract renewals (applications, negotiation, execution), contract language modifications and ensure Authority compliance with program guidance, federal regulations, and other applicable regulations and contract terms.

Accountabilities

Contract and Compliance Management (70%)

- Implement standard public contracting principles and contract terms
- Draft, edit, and finalize federal, state, and locally funded contracts and amendments following Authority policies and regulatory requirements
- Critically review contract proposals and grant applications, including detailed budget submissions
- Management of contract life-cycle
- Oversee and provide guidance on cost allowability and unallowable costs according to government rules and/or contract terms
- Support Authority procurement processes by performing pre-award and post award financial due diligence
- Review budgets proposed by providers for annual contract renewal or new contracts
- Develop and implement annual work plans to ensure clear and timely accomplishment of objectives and identify fiscal resources needed
- Manage Grants (Contracts and Compliance) Team to:
 - Oversee the day-to-day contract administration operations
 - Ensure team capacity is aligned to project needs
 - Communicate openly and foster teamwork

- Support the team members to ensure that the Authority's Continuum of Care (CoC) administrative responsibilities are met timely
- Collaborate with teams across the Authority to create continuous feedback loops with stakeholder groups in support of a data-driven approach on contracts and project of oversight

Monitoring and Auditing (20%)

- Ensure timely and effective subrecipient monitoring, including risk assessments and development of corrective action plans
- Oversee development and execution of annual provider contract monitoring
- Research publications and Internet sites to remain current on all provisions and federal and state regulations and update staff on new requirements
- Update, establish, and implement internal monitoring protocols as needed to ensure Authority compliance with internal policies and procedures and applicable regulations

Stakeholder Engagement and Continuous Improvement (10%)

- Drive continuous improvement through ongoing stakeholder engagement
- Attend relevant meetings with contractors and prospective contractors, community-based organizations, other government agencies and partners to support informed design, resource building and resource sharing
- Actively build relationships with across sectors to support creative grants management and contracting innovation
- Ensure professional growth and related supports for direct reports
- Model a customer-centric work-style through leadership and personal accountability towards inclusive practices
- Develop, mentor, and establish direction for team and direct reports

Minimum Requirements

Studies have shown that women, people of color, and those from underrepresented groups are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in the best candidate for the job and encourage you to think broadly about how your background might make you a valuable member of our team in this role when deciding whether to apply.

At minimum we are looking for the following:

- Highly organized and detail-oriented with the ability to prioritize and plan work activities; must be able to meet deadlines, have excellent follow-through in a fast-paced environment

- Fluency in equity and racial justice concepts and language, understanding of candidate's own privilege and power, and ability to undertake equity impact analysis in the context of their tasks
- 5-7+ years of related work experience in the government, non-profit or related field, contracting experience in this context highly preferred
- 2+ years of experience as a project manager
- Experience with compliance monitoring and auditing
- Significant knowledge of and experience managing federal grants
 - Familiarity with 2 CFR Part 200 and other regulations related to the provision and funding of homeless services, including the HUD CoC program, ESG, CDBG, CLFR, etc.
- Proficiency/comfort using technology, systems, and data, including Microsoft Office Suite
 - Must be proficient with Microsoft Excel
 - Experience with electronic Finance and Grants/Contracts Management systems (Oracle, NetSuite, Fluxx, etc.) highly preferred
- Advanced verbal and written communication skills, including the ability to communicate with third-party stakeholders to draft and negotiate contracts and amendments
- A track record of success in managing people and leading teams of at least 4 people
- Budget management experience
- Able to quickly identify and address critical issues on programs and contracts and lead the team to develop action plan to improve performance
- An applicant's ability to perform and/or tolerate these actions and conditions will be discussed and workplace accommodations may be made on a case-by-case basis following an individualized assessment of the applicant and other considerations, including but not limited to any governing safety standards

Additional Requirements

- Ability to travel up to 10%, in state and out-of-state
- A track record of success in operations and stakeholder engagement
- Experience designing and operating programs or projects and conducting data-driven continuous improvement processes
- Superior oral and written communication skills
- A high level of customer service orientation and attention to detail
- Ability to provide and accept feedback
- Ability to work in and across several communication platforms, including social networks and cloud- based systems
- The ability to work onsite up to 3 days a week, as needed
- This recruitment may also be used to fill additional positions per business needs

EEO STATEMENT

The Regional Homelessness Authority is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on the basis of race, creed, religion, color, national origin, age, alienage or citizenship status, ancestry, nationality, national origin, marital or domestic partnership or civil union status, familial status, sex, pregnancy, gender identity, or any other characteristic protected by federal, state or local law. In addition, the Authority will provide reasonable accommodations for qualified individuals with disabilities.