



**KCRHA**  
King County Regional Homelessness Authority

## **Sr. Contract Coordinator**

King County Regional Homelessness Authority

**Role Title:** Senior Contract Coordinator

**Salary Range:** \$95,000 to \$120,000

### **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 Office within the Regional Authority is responsible for grant-funded homelessness related strategy development, procurement, contract implementation, compliance monitoring, and overall oversight within the agency. The team has direct lines of interaction with all offices across the agency, working closely with the Executive Office to ensure direct alignment with the big-picture strategy and goals of the Regional Authority. The team has approximately (8) team members working directly in related offices.

## **Role Description**

As part of the Grants Team, the Senior Contract Coordinator reports directly to the Grants Manager and works closely with the Grants Manager and Contract Coordinator to provide specialized content knowledge and expertise on contract coordination within the Finance Division at the Regional Authority. The Senior Contract Coordinator oversees and evaluates the work of others, ensures consistency by interpreting policies and procedures, and provides lead direction to the Grants Manager. As a contributing member of the Grants team, the Senior Contract Coordinator works in support of the agency's mission to provide high-quality, customer-centered services to Seattle/King County community members through a series of initiatives and programs that support grant-funded housing and anti-homelessness related programming. The Senior Contract Coordinator will also work closely with the Finance Director and various members of the Finance Division, community partners and customers to design contracting related strategies and oversee day-to-day contracting work at the Regional Authority. This role is an individual contributor that has a highly focused area of expertise and contributes that expertise to a series of projects related to contract coordination, and risk management. They may also lead specific projects based in this expertise area, informally managing stakeholders, as needed. Reporting directly to the Grants Manager this role will serve as a team lead and have some supervisory responsibilities. The Senior Contract Coordinator will be accountable to the Grants Manager and people experiencing homelessness and will be held to the processes that customers of the Regional Authority's services, community groups, and frontline staff establish to ensure that accountability.

## **Accountabilities**

### **Contract Coordination (70%)**

- Maintain a high level of understanding of organizational platforms in knowledge management and other operational tools; Attend organizational training on new platforms and systems and share learnings with the team, as required.
- Serve as an internal expert in grants and contract compliance on the Grants team.
- Prepare and execute contracts with agencies,
- Skill in contract development, review, negotiations, and administration
- Develop and maintain grants and contract progress tracking in Grant Management System (GMS) to ensure provider compliance in accordance with applicable Federal, State, and local regulations as well as RHA organizational needs, objective, and fund guidelines.
- Work with the appropriate staff to develop the scope of work to be contracted, detailed work authorizations, and coordinate the necessary steps to prepare executable contract documents.
- Lead or assist with the review of new provider applications to determine if agencies meet RHA minimum contracting requirements and have submitted required contracting due diligence documentation.
- Assist in the development of new and revisions to existing RHA contract templates, and the preparation and negotiation of contracts and amendments.
- Ensure RHA compliance with local, state, and federal regulatory and funding guideline requirements.

- Stay abreast of various fund source requirements to ensure compliance.
- Act as a liaison between internal partners, external partners, and agencies. Work effectively with all parties to collaboratively address issues, provide policy guidance, and share information.
- Monitor agency performance by completing on-site assessments and regular desk monitoring. Monitoring activities include evaluating agencies' adherence to state program rules and policies through review of records, verifying the accuracy of monthly billing, and addressing contract related complaints.
- Monitors and evaluates effectiveness and efficiency of services provided by contractors; reviews monthly and quarterly reports; conducts on-site visits; prepares written program evaluations to determine compliance with performance standards and Federal, State, and local regulations; recommends program modifications or funding changes as appropriate.
- Apply project management skills including direction, monitoring, and general oversight for project teams, vendors, contractors, consultants, and staff.
- Support agencies in meeting complex program requirements through technical assistance and training. Act as a resource for policy implementation to support high quality program operations.
- Provide high-quality customer service to internal and external stakeholders as a part of stewarding operations for those working on/with the <insert project or team name>.

#### **Project/Program Operations (20%)**

- Provide leadership to contracts coordinator and/or contract specialist.
- Provide lead direction and training for team members, finance staff and/or Contract Coordinators and Specialists.
- Ensure that purchases conform to applicable Federal law and standards of the OMB Uniform Guidance.
- Ensure subrecipient compliance with the requirements of their subrecipient agreements (including applicable federal regulations) through site visits, and other monitoring mechanisms applicable to subrecipient monitoring.
- Recommend actions necessary to resolve issues/concerns.
- Provide guidance in interpreting and executing applicable subrecipient agreement regulations and subrecipient award terms and conditions.
- Prepare reports for Grants Manager.

#### **Stakeholder Engagement (10%)**

- Engage relevant stakeholder groups in an ongoing way to drive continuous improvement and design efforts for projects of oversight.
- Attend relevant meetings with community-based organizations, other government agencies and partners, broadly to support informed design, resource building and resource sharing.
- Actively build relationships with innovators across the sector/across sectors to support driving creative innovation and change within workstreams of oversight.

## **Minimum Requirements**

- 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.
- 2-5 years of project management experience in a government or non-profit organization.
- 8-10 years of contracts management experience in either a government organization, law firm, or in-house environment.
- Solid understanding of standard contracting principles, contract terms, and contract compliance.
- Experience drafting and redlining federal, state, and local grant funded contracts and amendments following regulatory and program requirements.
- Ability to review contract proposals and grant applications, including detailed budget development.
- Ability to process high volumes of contracts whilst employing attention to detail to ensure accuracy.
- Experience developing and managing grants and contract compliance tools and systems, including informing the development and versioning of contract templates, contracting policies and procedures and internal/external trainings related contracts and contract compliance.
- Advanced verbal and written communication skills, including the ability to communicate with third-party stakeholders to draft and negotiate contracts and amendments.
- Significant experience with contract management or grants management system.
- B.S. in law or paralegal certificate.
- A Certified contract manager or J.D. is a plus.
- A track record of success in cross-team and/or multi-stakeholder collaboration.
- Proficiency in using technology and data, including Microsoft Office Suite & Salesforce.

## **Additional Requirements**

- Ability to travel up to 10%, in state and out-of-state.
- Extensive experience negotiating and administering agreements on projects.
- Experience working across government agencies and related structures/governing bodies, is strongly desired.
- Experience implementing, analyzing, and/or ensuring compliance with complex State/Federal laws, regulations, policies, and procedures in the provision of services to vulnerable populations.
- Experience in project management, operations, and stakeholder engagement
- Exceptional planning, organizing, and prioritizing skills to manage a diverse workload, multiple demands, and deadline sensitive projects.
- Superior oral, written, and interpersonal communication skills with the ability to effectively communicate with peers and external partners.
- Experience in providing technical assistance to strengthen compliance with contract terms or service delivery.
- A high level of customer service orientation and attention to detail
- Ability to provide and accept feedback.
- Strong attention to detail, accuracy, timeliness

**Benefits:** Unlimited vacation, subject to manager approval, 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.

### **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 accommodation for qualified individuals with disabilities.