



**KCRHA**  
King County Regional Homelessness Authority

## **Contracts Manager**

### **King County Regional Homelessness Authority**

**Role Title:** Contracts Manager

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

**Location:** Seattle, Washington. Remote + 10% in the office.

**Classification:** Full-time, Exempt

The RHA provides unlimited vacation, 96 hours of paid sick and safe leave, 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 Contracts Team within the Regional Authority is responsible for contracting and compliance monitoring for publicly funded homelessness services. This team's work also includes contracting, contract 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**

The Contracts Manager serves as the primary lead in support of the agency's mission to provide high-quality, customer-centered services to the Seattle/King County Community Members through a series of initiatives and programs that support effective, well-functioning Contracts with providers of homelessness-related programming administered by the Authority. This role primarily leads and oversees projects related to the management of the Regional Authority's homelessness services managing and continuously improving the Authority's contracts and contract compliance workflows, ensuring staff are supported in effectively collaborating in cross-functional teams across departments, ensuring effective, efficient, monitoring responsibilities, and to support the Authority's continuum of care (CoC) administration and annual NOFO.

As we seek to continuously improve significant systems integration and implementation projects that the Authority is undertaking, the Contracts Manager will engage in various ways to support those projects and will work closely with consultants and in-house system administrators to continuously improve the system useability.

The Contracts team is responsible for provider contract compliance audits, annual contract renewals (applications, negotiation, execution), contract language modifications and ensuring contracts meet program guidance, federal regulations, and other applicable regulations and contract terms.

## **ACCOUNTABILITIES**

### **Contract 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, program guidelines, and applicable regulatory requirements.
- Critically review contract proposals and grant applications, including detailed budget submissions to ensure contract terms comply with Authority policies, program guidelines, and applicable regulatory requirements.
- Manage of contract life cycle from inception to contract closeout.
- Support Authority procurement processes by performing pre- and post-award contract due diligence reviews.
- 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 for Contracts Team.
- Manage Contracts Team to:
  - Manage and evaluate individual and team performance
  - Oversee the day-to-day contract administration operations
  - Ensure team capacity is aligned with project needs
  - Communicate openly and foster teamwork
  - Support 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 monthly and annual comprehensive subrecipient monitoring, including supporting development of risk assessments and corrective action plans.
- Collaborate with the Compliance and Programs Teams in the development and execution of annual provider comprehensive 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's contract 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 across sectors to support creative grants management to pass-through agencies and contracting innovation.
- Ensure professional growth and related support for direct reports.
- Model a customer-centric workstyle through leadership and personal accountability toward inclusive practices.
- Develop, mentor, and establish direction for the 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 and 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 is highly preferred
- 2+ years of experience as a project manager
- Experience with contract 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, and CLFR.

- Proficiency/comfort using technology, systems, and data, including Microsoft Office Suite
  - Must be proficient with Microsoft Excel
  - Experience with electronic grants and contracts management systems (Oracle, NetSuite, Salesforce, 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 an action plan to improve performance.

### **ADDITIONAL REQUIREMENTS**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to travel up to 10%, in-state and out-of-state.
- Ability to work onsite as needed.
- Must be able to read complex information using a computer for long periods.
- Must be able to communicate using a cell phone and/or other communications technology.
- Must have the ability to work in and across several communication platforms, including social networks and cloud-based systems.
- Experience designing and operating programs or projects and conducting data-driven continuous improvement processes.
- A high level of customer service orientation and attention to detail
- Ability to provide and accept feedback.

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.

***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 accommodation for qualified individuals with disabilities.