



JOIN THE DevNW TEAM AS OUR Contracts Manager
(Salary Range \$66,500 – 80,500 with benefits + flexible schedule)

DEVELOPING THRIVING COMMUNITIES

DevNW and our CDFI partner, Community Lending Works (CLW) are fostering vibrant, inclusive communities by prioritizing housing, asset development, wealth building, and small business development. To do this work we are deconstructing pervasive systems of oppression such as racism, classism, or sexism that maintain persistent disparities and perpetuate deep imbalances in power, opportunity, and wealth.

The Contracts Manager’s critical contributions to this work are the following:

- **Ensure that DevNW fulfills its contract obligations and continues to receive funding critical to our mission work, by acting as a central hub of knowledge and accountability for key contract information, online systems, deadlines, reporting requirements, and renewal processes.**
- **Create a strong system of communication, collaboration, and backstopping among the key team members working on contracts, including program, finance, and grant writing staff.**

To excel in this position, you will need these essential lenses:

- Find fulfillment (and maybe even joy) in tracking minute details across multiple projects, meeting deadlines under pressure, overcoming the quirks in arcane government portals/databases, and receiving a clean report from program reviews by a funder.
- Believe that clear, frequent, and supportive communication is a central component to successful collaboration.

It is CRITICAL that you have...

- 5+ years experience* in complex contract management, including federal contracts (this could be in a direct contracts management position or in program/finance positions that included significant contracts management within the core job duties)
- Experience simultaneously managing multiple contracts (preferably 20+) from a wide variety of funders (including multiple federal and state departments)
- Ability to track a wide array of details and deadlines simultaneously, with little/no room for error (or enough redundant systems to catch errors before they are impactful)
- Exceptional problem-solving skills, especially the ability to diplomatically navigate problems with funders and government departments (often with little guidance, even from the funder!) and get to solutions that are effective for both our organization and the funder
- Experience with – and ability to quickly learn new – government contract and reporting online portals
- Excellent written and verbal communication skills
- Experience working effectively across internal teams (including program-delivery and finance) and with external funders and partners

*can be a combination of education/field experience that demonstrates required knowledge, skills, and abilities



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Example tasks/responsibilities for the Contracts Manager:

- Spearhead contract reporting and renewal processes by the required deadlines, working closely with affiliated program-delivery and finance staff to compile their respective components
- Update and track a master calendar of contracts, with reporting and renewal deadlines;
- Assemble and manage the project teams - and create a feasible timeline - to ensure that each full report/renewal is submitted complete and timely
- Become the internal expert on each funder’s required online portals, and train teammates from the program and finance departments to a solid baseline level of understanding; ensure redundancy of knowledge on each system, to effectively cover during vacations, leave, etc.
- Meet at least quarterly with program and finance staff to review upcoming deadlines and the process/work associated with each
- Act as the primary point of contact for funders during program reviews/audits of significant contracts, and coordinate the internal team needed to successfully complete each review
- Secure required insurance certificates and other verifications required by contract funders; track annual calendars to send updated documents as needed

It is GREAT if you have...

- Experience with nonprofit grants and contracts
- Experience with state and/or federal contracts with departments related to the work of DevNW (for example, Oregon Housing and Community Services, HUD, CDFI Fund, etc.)

It is a BONUS if you also have...

- Bilingual skills in English/Spanish
- Lived experience as a low-income individual and/or as a member of a community that has faced historical barriers to housing, asset building, small business development, etc.

Apply for this opportunity by providing an introduction letter detailing your interest that includes the following to careers@devnw.org. Position will remain open until filled; resumes will be reviewed beginning December 19.

1. Describe how your journey thus far has prepared you for the Critical Contributions of this position.
2. Detail your experience in the following areas: what has been the most difficult/sensitive situation you have encountered while managing contracts, and what was your role in getting to a resolution?
3. Current resume

DevNW is an Equal Employment Opportunity Employer. All qualified persons are encouraged to apply. Applications for employment will be considered without regard to race, color, national or ethnic origin, religion, gender, gender identity, sexual orientation, marital status, age, disability, and any other characteristic protected by applicable law.

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job, and believe you would be the best fit, we would encourage you to apply; please use your cover letter or introductory email to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please feel free to contact us.

DevNW values diversity and supports a welcoming, inclusive environment where all of our employees can thrive. We value a workforce that is representative of the communities we serve.