**Rural Community Assistance Corporation**

Job Description

### Housing Contract Manager

**Classification:** *Grade H* **Department:** *Housing Programs*

**Status:** *Exempt* **Supervisor:** *Director, Housing Programs*

**Organization**

Founded in 1978, RCAC is a 501(c)(3) nonprofit that provides training, technical and financial resources and advocacy so low-income rural communities can achieve their goals and visions. For more than 40 years, our dedicated staff and active board, motivated by our core values: leadership, collaboration, commitment, quality and integrity, have helped effect positive change in rural communities across the West.

**Housing Programs**

The Housing Department provides technical support to local organizations working in a variety of housing programs. The Development Solutions (DS) program works with local organizations to develop and manage rental housing and build partners’ capacity. The Homeownership Solutions program supports a network of approximately 50 self-help housing agencies. The Housing Counseling program is a HUD intermediary for 20 groups and provides training for housing counseling.

**Position Description**

The Contract Manager (CM) manages a portfolio of grants and contracts to ensure all deliverables are met on time and within budget. In partnership with Grants and Contracts Administration (GCA) and program managers, the CM recommends appropriate programs and level of effort required within contracts. Other major responsibilities include monitoring progress toward grant/contract deliverables; preparing and submitting invoices, programmatic reports, and other reports to funders; working with the DS Program Manager, the Housing Director and, possibly, one other manager to build relationships with funders and conduct outreach to philanthropic partners and state and federal agencies to maintain positive working relationships; and developing and exercising sound judgment both in independent and collaborative decision making.

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation process.** **Duties and responsibilities include but are not limited to:**

* Manage assigned grants and contracts
* Plan, develop, and implement budgets for grants/contracts within the CM’s portfolio
* Coordinate submission of and provide quality control for required programmatic reports
* Collaborate with program managers to maintain relationships with philanthropic partners and state and federal agencies serving region
* Collaborate with management team (DS Program Manager, Housing Director) to set annual goals and priorities for the department
* Collaborate with management team to develop action plans to ensure deliverables are met
* Prepare other activity and outcome reports as required
* Perform other duties as assigned

**Skills and Qualifications**

* Ability to develop program implementation plans and track progress
* Understanding of project management and budgeting principles
* Ability to organize and prioritize work to meet established timelines
* Familiarity with rural and tribal community culture and social norms
* Ability to troubleshoot, innovate and problem-solve
* Proficiency with personal computers including Microsoft Office
* Ability to complete administrative and reporting requirements on time
* Ability to listen and communicate effectively, verbally and in writing
* Ability to work independently and in team environments, and to effectively prioritize multiple tasks

**Physical Job Requirements:**

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

Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average two hours per day) to heavy (four or more hours per day)

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to finger; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This position also requires moderate (up to two days per month) to heavy (up to 10 days per month) automobile and airline travel, including overnight travel.

**Preferred Education and Experience:**

A combination of experience and education is necessary to qualify for the position. A typical qualifying combination may include:

Experience:

Seven years of any combination of applicable experience in community development, grant management, or non-profit management (education may be substituted for experience).

Preferred Education:

Master’s degree (additional qualifying experience may be substituted).

**Special Requirements:**

Project management or similar certification desired. Previous grant or contract management experience is a plus.

Possession of a valid driver’s license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy will be required when traveling for business purposes.