*Rural Community Assistance Corporation*

**Job Description**

***Executive Operations Contract Manager***

**Classification:** *Grade 14* **Department:** *Operations*

**Status:** *Exempt* **Supervisor:** *Chief Operations Officer*

**Organization**

Founded in 1978, RCAC seeks to collaboratively build the capacity of organizations that serve low-income people living in the rural West (13 states including Alaska and Hawaii). RCAC works in partnership with small rural and Indigenous communities and other local agencies to provide tools and resources necessary to improve their quality of life. RCAC offers a wide range of services to communities with fewer than 50,000 people including technical assistance and training for environmental infrastructure; affordable housing development; economic and leadership development; and financing to support community development. Since its inception, RCAC’s dedicated staff and active board have helped affect positive change in rural and Indigenous communities across the West.

**Operations**

The Chief Operations Officer (COO), reporting to the Chief Executive Officer (CEO), oversees RCAC’s daily operations and procedures securing business functionality to drive extensive and sustainable growth.

**Position Description**

The Executive Operations Contract Manager (CM), working closely with RCAC Housing, Community and Environmental Services, Communication and Development, Loan Fund, Chief Operating Officer and Chief Executive Officer, will manage a portfolio of grants and contracts, coordinating communication, timelines, deliverables and funder reporting. Additionally, the CM will maintain pertinent Grants and Contracts Administration compliance data base information, develop and maintain a system for aggregating all grant and capital information for efficient and accurate tracking of consolidated development activities, for reporting to the RCAC board of directors quarterly. Other responsibilities include monitoring progress toward grant/contract deliverables; preparing and submitting invoices; programmatic and any other reports working in collaboration with individual RCAC Programmatic departments, Development, Finance and Loan Fund. CM will also work with CEO and COO to steward relationships with funders and philanthropic partners to maintain positive working relationships. The CM will report to the Chief Operating Officer and will collaborate with the CEO and the Vector Fund Director on special projects requiring contract management.

**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 multi-departmental grants and contracts
* Participate in the planning, development, and implementation of budgets for grants/contracts within the CM’s portfolio
* Communicate and collaborate with departments during the development phase to ensure clear understanding of proposed deliverables
* Post award the CM will organize and manage a kickoff meeting for all participating department leads and pertinent support staff to insure clarity on deliverables and budgets
* CM will track spending rate of budgets and hold interim check ins with participating department leads and pertinent support staff to ensure timelines for spending and deliverables are on track
* Coordinate creation and submission of and provide quality control for required programmatic reports
* Collaborate with Development, Loan Fund, COO and CEO to maintain relationships with funding and philanthropic partners
* Collaborate with COO and CEO to set annual goals and priorities for the Executive and Operations departments
* Collaborate with programmatic departments to develop action plans to ensure deliverables are met
* Coordinate data collection and entry using various database applications and platforms
* 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 indigenous 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).

* At least five years management, program and/or project experience.
* Knowledge of Diversity, Equity and Inclusion best practices.
* Demonstrated experience in operational and programmatic planning, data analysis, budgeting, and business operations management.
* Collaborative and transparent working style with a strength in developing alignment across the organization and influencing at all levels.
* Commitment to understanding the rural and Indigenous West and its diversity of needs, and a passion for helping to build operational capacity in service of rural communities.
* Working knowledge of accounting, budgeting and project financial management.
* Demonstrated resourcefulness in setting priorities and guiding programs and projects to completion.
* Ability to demonstrate a high level of integrity, strong interpersonal skills, responsibility and accountability.
* An excellent and active listener who can quickly gather, synthesize, and act on feedback from diverse sources.
* Ability to facilitate and mediate meetings.

**Special Requirements:**

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.

The preferred location for this position is in the West Sacramento corporate office. West Sacramento staff are currently working remotely but will return to office using a hybrid model of three days working in the office and two days working remotely.

*RCAC is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or marital status, or any other status protected by law. RCAC strives to reflect the diverse constituencies that the organization serves.*