

Manager, Contracts and Business Operations

The Manager, Contracts and Business Operations is a strategic thought-partner in the organization and reports to the Senior Vice President (SVP). The successful candidate will be a hands-on and participative manager and will lead and develop an internal team to support the following areas: contracts management, finance coordination, human resources, travel and logistics for Alteristic trainings, and office operations. This position serves as a partner to the SVP on the organization's administrative and operational processes, with a goal of continuously developing and improving systems. This position has direct management responsibility for a staff of three, which includes Coordinator, Finance and Operations, and two Senior Coordinator, Travel and Office Logistics personnel.

Responsibilities

Contract Management

- Oversee organizational contract development and management activities
- Serve as primary organizational contact during contract negotiations
- Ensure that contracts are properly entered into organizational databases, updated, and appropriately maintained
- Develop standards for contracts, including presentation of budget, payment terms, general language and provisions
- Work with clients to identify requirements and issues, facilitate pricing discussions, and obtain senior management input on timelines and deliverables.
- Draft contractual provisions based on discussions, senior management input, and organizational needs and expectations.
- Ensure accuracy and appropriateness of contract text and accompanying documents
- Engage relevant internal and external stakeholders in negotiation decisions involving legal or regulatory requirements, contract standards and cost targets.
- Maintain deadlines on deliverables and communicate on an ongoing basis with stakeholders, clients and internal staff

Financial Responsibilities

- Analyze and present financial reports in an accurate and timely manner



7955 Cameron Brown Court
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alteristic.org
571.319.0354

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- Liaise with external accounting firm to ensure appropriate financial processes and record keeping
- Coordinate and lead the audit process, liaise with external auditors
- Work with SVP to coordinate annual budgeting and planning process
- Implement a robust contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Effectively communicate and present critical financial matters to the SVP.

Operations and Human Resources Management

- Manage the travel function for all Alteristic Trainers and ensure materials get to sites in an accurate and timely manner
- Further develop Alteristic's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies, and procedures.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.

Qualifications

- Minimum of a BA, ideally with an advanced degree in business, accounting, management or related degree
- At least seven years of overall professional experience; ideally five-plus years of broad contracts management, financial and operations management experience
- Excellent writing skills
- Experience with Salesforce
- A track record in grants management
- Ability to translate financial concepts to – and to effectively collaborate with – programmatic and fundraising colleagues who do not necessarily have finance backgrounds



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- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multitasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of Alteristic, Inc.

How To Apply:

Interested candidates should submit a resume, and a letter of interest to: applicants@alteristic.org. Please put "**Manager, Contracts and Business Operations**" in email subject line.

ABOUT ALTERISTIC:

Alteristic is a non-profit organization that tackles societal issues at local, national, and global levels. Alteristic provides comprehensive prevention education, consultation, and training that addresses sexual assault, dating and domestic violence, stalking, harassment, suicide and other issues. Committed to optimizing and activating inherent human good, Alteristic equips and mobilizes communities to create social norms that ensure safety, respect, and the opportunity to thrive for all people. Rigorously evaluated and shown to move the needle, Alteristic was founded on the principles of the widely disseminated Green Dot violence prevention strategy. Alteristic works with domestic and international communities, educational institutions, government entities, and corporations to amplify the actions of individuals toward transformational social change.



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