

## **Manager, Operations and Contracts**

The Manager, Operations and Contracts will be a hands-on, task-driven position focused on contractual management, human resources and accounting coordination, and general operations oversight. The position will oversee the day-to-day operations of Alteristic, Inc. and will have one direct report. The Manager, Operations and Contracts position will also strive for continuous improvement in systems and processes.

### **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.
- 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. Liaise with attorneys as necessary.
- Implement a robust contracts management process and reporting system.

#### *Operations and Human Resources Management*

- Further develop Alteristic's human resources and administration.



5680 King Centre Dr.  
Alexandria, VA 22315  
alteristic.org  
571.319.0354

Strength of hope.  
Power of action.

- Ensure that recruiting processes are consistent, equitable, and streamlined.
- Manage a process that educates staff regarding resources, tools, policies, and procedures.
- Work with external partners including third-party vendors and consultants.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations.

#### *Financial Responsibilities*

- Liaise with external accounting firm and help ensure appropriate financial processes and record keeping.
- Implement all necessary business policies and accounting requirements.
- Review and approve business expenses insuring they stay within budget and spending guidelines.
- Effectively communicate and present critical operations matters to the SVP.

#### **Qualifications**

- Minimum of a BA, ideally within business management, finance, communications or a related field.
- At least five years of overall professional experience; ideally in contract management or broad operations management experience.
- Technology savvy with experience managing client relationships by utilizing CRMs.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.



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- A multitasker with the ability to wear many hats in a fast-paced environment.

#### How To Apply:

Interested candidates should submit a resume, and a letter of interest to: [applicants@alteristic.org](mailto:applicants@alteristic.org). Please put "Manager, Operations and Contracts" 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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