



## Job Description

**Title: Contracts Manager**

**Organization: Community Water Center**

**Location:** Based in Visalia, Sacramento or Watsonville, CA. All candidates for this position must be able to report in-person to a CWC office at least two days per week. Staff are expected to report in-person for work more than two days a week if needed based on job responsibilities.

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The Community Water Center (CWC) acts as a catalyst for community-driven water solutions through organizing, education, and advocacy in California. CWC has offices in Visalia, Watsonville and Sacramento, CA. The Center employs four primary strategies in order to accomplish our goals:

- Educate, organize, and build the capacity of low-income communities and communities of color to address local drinking water challenges.
- Support low-income communities and communities of color in the development of drinking water solutions through technical assistance projects.
- Advocate for systemic change to address the root causes of unsafe drinking water in California.
- Serve as a resource for information and center of expertise on community water challenges.

CWC's team is passionate, dynamic, and believes in the cause of water justice and making real change that is driven directly by impacted communities themselves. Our organizing and advocacy work, community collaborations, and organizational culture all reflect a concern for equity, mutual respect, appreciation for diversity, and environmental and social justice.

### Position Description

The Contracts Manager is a regular salary, full-time, exempt position based out of the Visalia, Sacramento or Watsonville office. CWC is rapidly growing the scale of its state-funded technical assistance work to support communities in the development of drinking water solutions. As part of this growth, we are growing our capacity to effectively manage our government funding agreements and subcontracts. This position will contribute to that growth by leading the

administration and billing for our contract work. This position will require periodic travel to the other office locations as needed to ensure effective staff coordination and attendance to CWC events. All employees at CWC are “at will.” This position will be supervised by the Director of Operations and will work closely with other CWC staff, vendors, agencies, and interns.

### **Ideal Candidate**

The ideal candidate will excel at contract management and administration and be eager to learn about our drinking water projects that serve low-income communities of color. Candidates will communicate effectively with CWC staff, government agencies and vendors. They will be able to meet contract requirements and proactively identify and bring forward recommendations to improve our existing processes. . The candidate will have creative problem solving skills, be detail-oriented, and be confident in gathering knowledge from the team in order to resolve issues in a timely manner.

### **Major Responsibilities**

- Contracts Management (70%)
  - Oversee and manage the administration of government contracts and subcontracts.
  - Serve as the lead contact for all communications related to contract administration.
  - Ensure that CWC is meeting all of our contract reporting requirements. This includes making sure we have all the right certificates of insurance on file for our subcontractors and are meeting reporting deadlines.
  - Work collaboratively with project leads to process contracts and work plan amendments
  - Support the development of project budgets and work plans
  - Tracking expenses and income by project and task as needed.
  - Produce monthly summary reports of contract work
  - Review subcontractor invoices
  - Lead the submission process of all monthly/quarterly invoices with support from senior staff.
  - Keep project files up to date and organized.
  - Train staff on procedures for coding billable time to projects.
  - Support in developing narrative progress reports for contract work.
  - Manage a staff member in the future as CWC grows its contracts management team.
- Administrative Support (10%)
  - Provide occasional administrative assistance to the Director of Operations.

### **General Duties**

- Foster an environment that promotes trust and cooperation amongst CWC staff, community members, and affiliate organizations.

- Attend and actively participate in staff, management, planning, and program meetings; reporting processes; and staff retreats.
- Actively participate in program strategy and staff meetings.
- Other duties as assigned by the Executive Director, your Supervisor and other Directors.

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

### **Required Qualifications**

- Four years relevant professional experience or two years experience with a degree in a relevant field
- Ability to compile, and present project data updates in clear, easy to understand manner.
- Proficient in Microsoft, and Google Office Suites (Excel, Google Sheets) and willing to learn new applications.
- Two or more years management experience
- Ability to think critically and creatively to solve problems.
- Strong interpersonal communication skills with sensitivity to audience
- Strong passion for and commitment to social and environmental justice
- Proven ability to work in a collaborative, fast-paced office environment and meet deadlines
- Ability to stay organized and maintain clear notes and records.
- Ability to accept and provide critical feedback – the ideal candidate would value accountability across the organization
- Valid CA driver's license and the ability to drive long distance on highways.
- Have or be willing to receive COVID-19 vaccination.

### **Preferred Qualifications**

- Experience in accounting and bookkeeping.
- Fluent in Spanish (writing and speaking).
- Experience managing or assisting in the administration of government contracts or grants.
- Experience working in the San Joaquin Valley and/or Salinas Valley or familiarity with key environmental justice issues facing these regions

**Starting date:** OPEN UNTIL FILLED

**Pay:** \$75,000-\$95,000; based on experience and qualifications.

**To apply:** Email your resume and cover letter to [careers@communitywatercenter.org](mailto:careers@communitywatercenter.org) and note (title) position - [your name] in the subject line.

**Benefits:** We offer a comprehensive compensation and benefits package which includes: medical, dental, vision, and life insurance; retirement contributions; generous vacation, family and sick leave and holiday policies; hybrid (remote and in-person) work location policy; work from home reimbursements; flex-time; professional development opportunities and more. (Benefits guidelines and eligibility vary based on tenure and employment status, among other factors.) Community Water Center is a 501(c)(3) organization. As such employees may be able to participate in the Federal Public Service Loan Forgiveness Program.

**Vaccination Policy:** To ensure the health and safety of staff, community partners, and other stakeholders we interact with, CWC requires employees to be fully vaccinated against COVID-19 as a condition of employment, unless a medical or religious accommodation is approved before the first day of employment. As such, newly hired employees will be required to provide proof of their COVID-19 vaccination. Fully vaccinated against COVID-19 means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen.

Community Water Center is committed to providing equal opportunity to qualified job applicants and employees and does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability (including pregnancy), mental disability, medical condition, marital status, sex, age, gender, sexual orientation, citizenship, military service status or any other characteristic protected by applicable federal, state or local law.

To learn more about the Community Water Center, visit our website at [www.communitywatercenter.org](http://www.communitywatercenter.org)