



Founded 1973

Old bricks

Faith in people

Preserving community

Clinton Housing Development Company

Contracts Administrator

NATURE OF WORK

The Contracts Administrator is responsible for the successful administration of government and foundation grants for Clinton Housing Development Company. Working internally with Executive, Fiscal, and Development staff and externally with City, State, and Federal agencies, this position coordinates and produces the timely and accurate development of contracts under the guidance and supervision of the Director of Finance & Administration.

RESPONSIBILITIES

- Prepare and submit contract documentation in consultation with relevant staff; maintain schedule, conduct follow-up, and ensure timely submission of all contract documentation
- Manage the timely application/ registration of 5-10 contracts per year
- Oversee the synchronization of contract work scopes and budgets, and the tracking of reporting requirements
- Maintain contracts and coordinate informational spreadsheets
- Coordinate with City, State, and Federal contracting agency staff on matters relating to contract management and escalate any issues that arise
- Coordinate grants calendar and coordinate the on time completion of multiple proposal and report deadlines with all stakeholders
- Assist on special projects, as needed

SUCCESS CRITERIA AND MEASUREMENTS:

- Submits fully executed contracts to funders in a timely manner
- Maintains a working and detailed knowledge of contract status stakeholders
- Stable and positive relationships with contact agencies and their staff Contract and budget data entry is current and without errors

COMPETENCIES:

- Organization, with an exceptional attention to detail
- Communication – listening, oral, and written skills
- Adaptability, flexibility and a problem solver
- Customer service and client relationship skills
- Exercises good professional and interpersonal judgment

SKILL AND EDUCATION REQUIRED:

- Bachelor's degree
- Proficient in Microsoft Office and familiarity with databases highly desirable
- Two to three years' relevant work experience is desired
- Previous experience with government and foundation contracting a plus

SUPERVISION RECEIVED

Director of Finance and Administration

SUPERVISION EXERCISED

None

SALARY RANGE

\$35,000 - \$40,000

403 West 40th Street New York, New York 10018

Phone: 212. 967. 1644 Fax: 212. 967. 1649

