



RISING SUN

CENTER FOR OPPORTUNITY

JOB DESCRIPTION: Contracts Manager

Rising Sun seeks a detail-oriented, motivated, and enthusiastic individual to support the management of our grants and contracts. We are looking for someone who values efficiency and who enjoys systems, processes, and helping people.

The Contracts Manager works closely with Administrative, Program, and Development staff to track, maintain, and invoice our funding contracts with local, state, and federal agencies. The Contracts Manager also works to improve Rising Sun's tracking systems with platforms including Salesforce, Quickbooks, Excel, and Google Sheets. The Contracts Manager reports directly to the Associate Director of Operations and is a member of Rising Sun's Administrative/Operations team, and plays a significant role in supporting Rising Sun's financial stability, grant and contract compliance, and accountability.

A successful Contracts Manager...

- Is passionate about Rising Sun's mission and excited to actively champion it
- Values integrity and compliance
- Analyzes the relative strengths, weaknesses, opportunities and threats when developing plans
- Enjoys working with spreadsheets and using complex formulas
- Quickly and naturally learns and understands new systems and databases
- Loves organizing and thinks systematically; derives satisfaction from being able to make things simpler and more efficient for themselves and those around them
- Seeks opportunities to learn from others, explore new ideas and opinions, and push the boundaries to make decisions, draft plans, and promote cooperation
- Identifies troubling trends, risks, and/or issues before problems occur; Uses all available resources to assess the problem and to identify the best solution
- Remains calm under pressure, is skilled at troubleshooting, and can balance multiple requests and priorities
- Listens actively: repeats points and clarifies messages
- Communicates about workload and priorities and seeks support when needed
- Demonstrates self-awareness, in terms of understanding their own culture, identity, biases, prejudices, power, privilege, and stereotypes.
- Demonstrates willingness to challenge and change institutional practices that present barriers to different groups.

The Contracts Manager is responsible for...

Contract Management

- Manages the organization's monthly and quarterly invoicing/reporting processes for grants and funding contracts, ensuring accurate and timely delivery of reports and invoices and monitoring receipt of payments
- Works closely with program staff to ensure all documentation is provided for program grant and contract invoicing
- Provides all requested documents and forms to grantor agencies such as insurance and government-issued certificates, tax exemptions, W-9s, and other organizational documents
- Communicates with grantor agencies to clarify invoicing and documentation processes and timelines
- Supports in negotiation of contracts with grantor agencies as needed. Flags potential issues with contracts
- Reviews and masters content of all Rising Sun contracts to be the go-to person for questions about our contracts
- Tracks and delivers program participant data as required for contracts
- Forecasts and adapts to variables that may force invoicing plans to be changed (e.g. staff turnover, new staff, contract overlap). Develops and proposes budget modifications for contracts as needed in coordination with program staff
- Other contract management tasks as needed

Systems Management

- Administers Salesforce for the organization. Suggests and makes improvements to our current Salesforce setup.
- Keeps Salesforce up to date to track the organization's funding sources.
- Allocates and forecasts staff hours and expenses against program contracts in ADP.
- Tracks invoices and payments using Quickbooks.
- Maintains current contracting systems and creates new systems to ensure we are hitting financial goals and that future contract budgets are attainable and responsible

To be considered for this position, you must have...

- 2+ years of operational, accounting, and/or contracts experience, preferably in a non-profit organization
- High IT and computer fluency: thorough knowledge of database systems, Salesforce, and other operational software systems (e.g. ADP Workforce Now, Quickbooks, etc.)
- Excellent Microsoft Excel skills
- Demonstrated ability to balance competing priorities and deliver against rigorous deadlines
- Proof of being up-to-date on all recommended doses of the COVID-19 vaccination by start date

It's a big plus if you have...

- Significant experience with non-profit operations, human resources, and/or finance
- Experience negotiating, reviewing and/or executing contracts
- Familiarity with how non-profit finances work and an appetite to quickly learn these systems and processes
- Salesforce Administrator experience and/or Salesforce Administrator Certification.

About Rising Sun...

Rising Sun is a premier nonprofit organization operating in the San Francisco Bay Area and San Joaquin County. Our mission is to build career pathways for economic equity and climate resilience. With offices in Oakland and Stockton, Rising Sun's workforce development programs, Climate Careers and Opportunity Build, specialize in preparing youth, women, and individuals in reentry for high-road careers and green pathways that offer family-sustaining wages. Since our founding in 1994, Rising Sun has trained and employed more than 3,000 youth and adults while helping over 53,000 households reduce their carbon footprint. Our vision is a just and sustainable future for all people and our planet.

About our culture...

We are mission-driven and work hard because we care about what we do. We are deeply committed to equity and inclusion and want to do the self-work necessary to be successful in these areas. We like working with each other and we like to make work fun. We like to try new things and encourage each other to find unique and unconventional ways to tackle tough problems. We celebrate every birthday, eat a lot of dessert together, and recycle the same birthday candles until they're gone. There's usually at least one dog hanging around the office, and sometimes a staff member's kid or two as well. We want people to grow. We like to promote from within and build each other up, but we also like to bring in new ideas and different perspectives. We're looking forward to meeting you and hearing about how you can contribute to making Rising Sun a great place to work.

You might also be wondering about pay and benefits...

This is a permanent, full-time, exempt, salaried, and benefitted position with an annual base salary of \$67,000-\$70,000 commensurate with experience. Rising Sun offers a competitive benefits package that includes:

- Paid time off;
- Personal and parental leave;
- Access to a 403b retirement plan with 3% employer matching after one year;
- 100% of employee medical, dental, vision, and life insurance premiums, and covers 50% of the premiums for dependents;
- Flexible remote work options for its employees, with occasional exceptions including mandatory in-office days for all employees.

RISING SUN IS AN EQUAL OPPORTUNITY EMPLOYER

Rising Sun is committed to diversity and considers all applicants for all positions without regard to color, ethnic background, religion, sex, gender, sexual orientation, national origin, age, and disability status. EOE/AA; women and minorities are encouraged to apply.

Ready to apply?

Please email your resume, cover, and three professional references to laettner@risingsunopp.org, and include "Contracts Manager" in the subject line