



MCEDV.

The Maine Coalition
to End Domestic Violence

Job Description: Contract Administrator

Job Title:	Contract Administrator
Classification:	Exempt – Class 3
Salary Range:	\$52,000 - \$71,500
Work Hours:	Flexible, but usually 9-5 Mon-Fri.
Location:	Based in home office with travel to Augusta at least weekly and as needed
Travel:	Statewide and occasional out-of-state travel
Supervisor:	Operations Director

MCEDV Mission

The Maine Coalition to End Domestic Violence advocates for the right of all people to live free from domestic abuse and all forms of violence.

Position Purpose and Overview

The Contract Administrator provides leadership to ensure that MCEDV and its membership operate in compliance with the contracts it has with federal and state funding agencies, such as the Maine Department of Health and Human Services, the U.S. Department of Housing and Urban Development, and the U.S. Department of Justice.

MCEDV is committed to working toward a better appreciation of the spectrum of what safety means to survivors across communities, and allocates our time, resources, and advocacy efforts in a way that better positions us to help all survivors access what they need to attain safety and thrive. We have a solid foundation in social justice work and aspire to do better. The Contract Administrator is a key member of the MCEDV team in this work, which is a commitment and journey requiring full staff engagement, implicating all aspects of our work.

In alignment with its mission, MCEDV approaches its fiscal engagement & management within this framework:

1. Including diverse perspectives and lived experiences while supporting and promoting efforts to create an economically just society.
2. Recognizing the connection between economic security and safety as foundational.
3. Participating in the work to eliminate social frameworks that privilege the rights of some over those of others in our fiduciary work.
4. Ensuring that our mission is not compromised by the restrictions or expectations of funders.
5. Setting an example as an economically just employer.
6. Operating in a transparent and informative manner, demystifying money as a critical component of transformational culture change.

Work Performed/Position Responsibilities

MCEDV is the administrator of a contract with the Maine Department of Health and Human Services (DHHS) comprised of multiple federal and state funding streams. This contract provides the core funding for domestic violence, dating violence, stalking, and human sex trafficking prevention and intervention services provided by Maine's regional Domestic Violence Resource Centers, which are subrecipients in this contract. In addition, MCEDV administers contracts with other grant partners, state agencies, and federal funders, each with specific fiscal compliance requirements. To meet its extensive fiscal obligations, MCEDV has a team of administrative staff that work closely together to ensure appropriate internal controls and sustainability.

The Contract Administrator, Operations, Finance, and Grants & Development Directors along with the Office Manager & Bookkeeper act as a team, providing appropriate redundancy of knowledge and skill to ensure sustainability of processes and procedures necessary to keep MCEDV financially sound. The responsibilities listed here are the primary responsibility of the Contract Administrator:

Contract Administration:

1. State contract financial administration, primarily the contract with DHHS that funds the regional Domestic Violence Resource Centers with functions, including:
 - a. Development of subrecipient contracts;
 - b. Coordination of subrecipient invoicing and expense reporting;
 - c. Monitoring subrecipient compliance regarding fiscal contract requirements;
 - d. Reviewing draw down reports and processing draw down of federal funds;
 - e. Coordinating management of bank transfers to subrecipients;
 - f. Ensuring timely submission of all required financial reporting related to the DHHS contract; and
 - g. Acting as fiscal point of contact with DHHS contract personnel.

2. Federal contract financial administration, primarily the contract with the U.S. Department of Housing and Urban Development that funds a statewide Rapid Rehousing Program, including:
 - a. Development of subrecipient contracts;
 - b. Coordination of subrecipient invoicing and expense reporting;
 - c. Monitoring subrecipient compliance regarding fiscal contract requirements;
 - d. Reviewing draw down reports and processing draw down of federal funds;
 - e. Coordinating management of bank transfers to subrecipients;
 - f. Ensuring timely submission of all required financial reporting related to the HUD contract; and
 - g. Acting as fiscal point of contact with HUD contract personnel.
3. Providing timely and comprehensive information to the MCEDV staff to ensure that financial and programmatic components are in sync and in compliance with both contractual requirements and MCEDV's fiscal intentions.

Special Projects:

In alignment with its mission, MCEDV often initiates special projects to support systems change advocacy, including the development of public policy, training programs, prevention and intervention services, and quality assurance mechanisms. The Administrator will engage in special projects and other duties to meet the ongoing need of the organization at the direction of the Operations Director.

Qualifications and Skills:

We seek candidates who:

- a. Have a Bachelor's Degree in related field as well as 5 years' experience and demonstrated competence in the areas covered by the job description.
- b. Have comprehensive understanding of domestic abuse and violence through advocacy or personal experience and have completed MCEDV's Core Advocacy, Intervention, Response, and Ethics Training prior to or within the first year of employment with MCEDV.
- c. The successful applicant for Contract Administrator will:
 - o Understand and be committed to issues of diversity and demonstrate the ability to work in a multicultural environment;
 - o Research, analyze, and present information effectively;
 - o Listen and respond effectively to membership concerns and needs;
 - o Demonstrate ability to engage, inform, and support committees in accomplishing shared social change and advocacy goals;

- Communicate verbally in a clear and persuasive manner; and
- Possess excellent writing skills.

Additional Requirements:

- b. The results of a thorough background check, including a Maine Bureau of Investigation Criminal History, Maine Bureau of Motor Vehicle Driver's Record, Maine Sex Offender Registry, and Federal Suspension & Debarment/Excluded Individuals or Parties, must not contain any disqualifying information. Background screening will be conducted in compliance with all governing laws.
- c. Experience with a variety of software applications, including but not limited to database programs, Microsoft Word, Excel, and Office 365 programs;
- c. Excellent organizational skills and attention to detail;
- d. Appropriate conflict resolution methods which lead to positive solutions;
- e. Time management skills;
- f. Ability to maintain and preserve confidentiality;
- g. Ability to provide own transportation (fully insured vehicle), provide proof of and maintain a valid driver's license, and compliance with Maine law regarding vehicle insurance;
- h. Ability to work cooperatively with a variety of people as well as independently with minimal supervision;
- i. Ability to successfully manage prioritization of tasks related to multiple projects; and
- j. Willingness and ability to travel in-state and out-of-state as needed.

Physical Requirements and Working Conditions:

- a. Must be able to work in a fast-paced office environment with the potential for stress;
- b. Must be able to drive and be available for occasional travel to meetings;
- c. Must be able to work a flexible schedule when required by work demands; and
- d. Must be able to do occasional lifting and transporting of materials.

MCEDV is committed to the principles of equity and inclusiveness and affirmatively seeks to create and maintain a diverse team with varied life experience to best accomplish our mission. MCEDV is an Equal Opportunity employer. We encourage people who are BIPOC (Black Indigenous People of Color), LGBTQ+, and/or have lived experience of immigration, domestic violence, disability, and poverty to apply.

How to Apply

Send resume and cover letter describing how your experience and skills align with the job responsibilities and required skills in a single document via e-mail with “Contract Administrator Application” in the subject line to francine@mcadv.org.

Questions about the job and MCEDV may be directed to Francine Stark, Executive Director at francine@mcadv.org.

Applications due June 18, 2023 with anticipated start date of August 1, 2023