



“I stayed in a violent relationship for years because my children and I had no place else to go.”

RESPOND has been working to end domestic violence and homelessness in our communities for 50 years! By joining our team as the Manager of Contracts and Data, you will be supporting programs that assist folks experiencing domestic violence find safe, affordable housing and a life free of abuse.

RESPOND’s three tenets focus on our life changing **work**, our diverse **team**, and our commitment to **learning**.

The Manager of Contracts and Data’s **Work**:

Each day will be different as you work in a fast-paced back-office setting, as part of a team that serves a diverse population of domestic violence survivors who seek safe, independent housing solutions. Your day may include:

- Attending a bidders conference or funders meeting and assessing the appropriateness of the open bid for RESPOND
- Completing monthly billing for multiple programs across two divisions assuring appropriate contract expenditure
- Spearheading the process of taking a contract submission from idea to execution
- Creating tools for direct service staff to assess eligibility and determining survivors’ eligibility for different programs based on contract requirements
- Training staff on proper data collection and outcome measurement (as defined by contracts)
- Providing reports to directors, managers and staffers assisting in understanding trends
- Helping a teammate out! Support a colleague or program in need of an extra set of hands

The **team** you will be working with:

- Multidisciplinary team of human service workers, business managers, fundraisers and other professionals
- Staffers who are committed to social services, social justice and the belief that a life free of abuse and secure housing are human and fundamental rights
- Reporting to the Director of Finance and Administration, you will work daily with the program staff to execute RESPOND’s multiple contracts of \$4M+ revenue.

What you will **learn**, model or teach:

- How to use data to provide services a community needs
- About the intersection of domestic violence intervention and homelessness prevention.
- Be a part of making your neighborhoods accessible, diverse and a safe place to work, live and play
- Trauma informed services are the cornerstone of RESPOND services. Program participants are treated with dignity and respect.

- If you are looking for a career and not just a job, you are in the right place!

Your Knowledge, Skills and Attributes:

- Proven ability to manage multiple documents in multiple files
- Excellent organizational and project management skills as they relate to contracts and data
- 3 years' experience in contract management, preferably in a nonprofit setting
- Excellent communication skills
- Ability to adhere to strict deadlines
- Expertise with Adobe, Microsoft suite, cloud-based payment processing, and other business applications
- Ability to create, monitor and follow programmatic budgets
- Familiarization with data, record keeping, database management and reporting
- Bachelor's degree in business administration, law, or a related field strongly preferred.

RESPOND Compensation and Benefits include:

- Opportunity to join a new, start-up program and be part of the success from the get-go!
- \$90,000-\$100,000 a year annual salary paid on a biweekly basis
- Ample accrued paid time off of 3 weeks' vacation, 2 personal days, 12 sick days and 12 holidays
- 401k match of 3%
- Excellent health and dental insurance that is 80% paid by employer
- No-cost 25k Life insurance policy
- Pre-tax flexible spending and transportation accounts
- Additional vision, life, and illness policies available at cost to employees

Interested? Let us know why you want to join the team as the Manager of Contracts and Data by sending a cover letter and resume to hr at [respondinc dot org](mailto:respondinc@dot.org) with the job title in the subject line.

RESPOND, Inc. is committed to building a culturally diverse staff that represents the populations we serve. RESPOND, Inc. celebrates diverse life experience and is proud to be an Equal Opportunity/Affirmative Action Employer (EEO/AA). Candidates who are bilingual/bicultural, of color, Native/Indigenous, with disabilities, who identify as LGBTQIA+, or who are members of other marginalized groups are strongly encouraged to apply.