



Job Announcement

SENIOR CONTRACTS ASSOCIATE

The Organization

Community Partners offers expert guidance, essential services, and a strong dose of passion to help foster, launch, and grow creative solutions to community challenges. For more than 20 years, hundreds of individuals, groups, foundations and other institutions have worked with Community Partners to create new nonprofit projects, establish coalitions, and manage major philanthropic initiatives to benefit the region.

Across all program areas, Community Partners works toward our organizational vision: A vibrant society in which individuals and institutions use knowledge, resources, and relationships to build equitable, democratic and thriving communities.

Our work includes:

Fiscal Sponsorship

We provide the structure, finance and administrative services, expert counsel and connections that help nonprofit leaders succeed.

Grantmaker Partnerships

We help foundations, corporations, government agencies and other institutions achieve greater impact.

Knowledge Sharing

We offer workshops, reports, speaking engagements and a range of publications to help strengthen the field.

Community Partners today works with upwards of 150 projects and initiatives and manages roughly \$40.4 million in revenues annually. Our work spans the fields of civic engagement, arts and culture, education, social justice, health, public policy, social services and youth. To learn more, please visit us at www.CommunityPartners.org.

The Position

Reporting to the Director of Grants and Risk Management, this position supports the department in reviewing and drafting contracts and other related activities as assigned.

While final job duties will be determined based on the candidates' strengths, the Senior Contracts Associate will generally be expected to:

- Negotiate, write, review, summarize, research and execute a wide variety of agreements and business contracts.

- Provide support for governance and compliance issues including compliance with federal and state laws and regulations.
- Participate in the definition and development of organizational policies, procedures, and programs.
- Provide support and training to management on legal issues and company policies.
- Identify and analyze legal issues, draft key documents, present recommendations, and assure legal compliance.
- Drive and support efforts to reduce outside counsel spending.
- Manage various projects and other duties as assigned by supervisor.
- Travel to meetings, conferences, and other work-related events.

Qualifications

Required

- Bachelor's degree
- A minimum of 7 years contracts experience in legal or business environment.
- Excellent organizational, analytical, and written/oral communication skills.
- Attention to detail, with the ability to plan well ahead of routine deadlines and anticipate administrative support needs.
- Ability to manage multiple priorities and deadlines.
- Ability to identify issues, obstacles, and opportunities and then develop and implement effective solutions.
- Proficiency in Microsoft Office.
- The ability to work with diverse groups and in a collaborative team environment.

Preferred

- Master's Degree
- Experience in the nonprofit sector

Compensation

Salary is competitive and commensurate with experience. Benefits include paid holidays and vacation, a 403(b) plan with employer match, medical, dental, vision, flex spending, Metro pass, and a range of professional development opportunities. Community Partners has a 9/80 workweek option under which employees may elect to work 80 hours in 9 days and take every other Friday off.

Application

Interested applicants should send a cover letter and resume as a single PDF attachment to: Jobs@CommunityPartners.org. Please include "Senior Contracts Associate" and your name in the subject line of your email.

Community Partners is an equal opportunity employer committed to a diverse and inclusive workforce