Job Title:  Contracts and Business Operations Manager

About Project Evident

Project Evident exists to help organizations harness the power of evidence to achieve greater impact. We do this by offering a comprehensive platform of tools, resources, and direct services that not only help practitioners and funders improve how they measure, evaluate, and report results, but also strengthens their learning and alignment with each other. We are committed to creating an interdisciplinary and practical approach for continuous evidence building—one that ultimately helps foster a healthier ecosystem for the use of evidence in the social sector. We are committed to the continuous pursuit of best practices across the field and strive to uphold the principles of diversity, equity and inclusion in everything we do.

Project Evident intends to build a culture reflective of our work as trusted advisors, co-creators, and collaborators of evidence that strengthens practitioners, informs the field, and improves the communities we all serve. We are looking for people who actively demonstrate/practice the following principles:

- Seek Partnership – We may bring expertise but we are not the experts; we are all co-learners and co-developers. Actively seek to bring positive energy, build trust & combine with our team and our partners, proving a concept is not possible without co-creation. It’s not track (personal best); it’s soccer (stretch the field).
- Check Yourself – Acknowledge and actively manage bias, context, self-image and challenges and be transparent to your team and partners. Ask for help. Be authentic.
- Add Value, Own the Outcome – Regardless of role or position, do what it takes to speak up, engage, and advance the work. Make good.
- Listen, Learn & Follow Up Rapidly – There is no other way to be a trusted advisor.
- Consistently SWAP – Smart; Warm; Approachable and Productive

Position Summary
The Contracts and Business Operations Manager will manage customer revenue contracts, vendor contracts, grants and related operational responsibilities. This role comes at a key time in Project Evident’s trajectory, where we are implementing an
aggressive growth plan and as such will shape and build the evolving infrastructure and culture for growth and success such that strategic objectives are achieved and the vision is fulfilled.

The Contracts and Business Operations Manager will work with a collaborative high-impact team in a start-up organizational culture, reporting to the Founder and Managing Director in the interim. The Contracts and Business Operations Manager will work closely with the fiscal agent and finance partner and oversee the contract system – including the drafting of vendor and customer contracts, MOU’s and processing of invoices, payments, and collections – and grant management processes. The Contracts and Business Operations Manager will partner with the outsourced finance team to communicate key financial information on a regular basis and coordinate with fiscal agent on contract and grant management activities.

The position will also manage Project Evident’s technology suite, coordinate and support the team with HR and performance management processes, and support the development and implementation of streamlined processes to facilitate greater operational efficiencies.

This position requires extreme attention to detail, ability to manage or switch among multiple tasks rapidly, ability to meet deadlines, and experience and ease with a variety of online tools and software.

**Essential Duties and Responsibilities:**

**Contract and Grants Management**

- Working directly with our fiscal sponsor, provides contract management support to those Project Evident team members responsible for ensuring strategic fundraising and revenue goals are met.
- Working directly with our fiscal sponsor, designs, implements and maintains contracting and grants management systems to ensure accurate and timely invoicing to our customers.
- Provides clear and timely information to team members regarding status of contracts and support in the use of internal systems.
- Collaborates with staff to support compliance and fiscal processes related to grant writing, management, and development.
- Researches grant opportunities for the purpose of developing funding resources for both current and proposed services, programs, and administrative operations.
- Develops forms, processes, procedures, and policies for the purpose of implementing a consistent grant application methodology.
● With fiscal sponsor, manages grant agreements and reporting to ensure fidelity to grant terms and allocations.
● Communicates with contractors and funders as needed/requested.
●Drafts, processes, and maintains all vendor contracts and extensions.
● Receives, processes, and records vendor bills.
● Administers and monitors contracts and grants in Salesforce NetSuite, including managing any amendments or extensions. Follows financial processes to ensure timely payments to our contract vendors.

**Business Operations**

● Regularly communicates with the outsourced finance team on key financial information.
● Processes expense reimbursements and purchase card transactions, in accordance with fiscal sponsor policy.
● Maintains accurate time tracking system (Harvest) for all staff that is used in financial and grant allocations, and customer invoicing.
● Manages and implements staff hiring, on-boarding, and performance management processes by serving as a liaison to the fiscal sponsor and coordinating timelines and activities with Project Evident supervisors.
● Serves as the administrator for key operation systems, i.e., Google G-Suite, Salesforce, Slack, etc.
● Responsible for maintaining operations handbook and informing and training staff on organizational policies.

**Other Duties and Responsibilities:**

● Manages internal contracts and grants audits and coordinates with any external audits.
● Manages and executes on Human Resource compliance with our fiscal sponsor as requested.
● Prepares letters to accompany payments as needed.
● Trains staff on contracting and grant policies.
● Responds to team requests in a timely manner.
● Establishes and maintains positive relationships with team members, vendors, funders, and nonprofit partners.
● Organizes and monitors grant reporting.
● Other duties as assigned.
Required Competencies
The following competencies are required to fulfil this role:

**Core**
- Comfort with ambiguity and ability to respond adeptly to rapidly changing priorities; comfortable in start-up environment with fast deadlines.
- Problem solver, active listener who seeks clarification, asks questions, and surfaces solutions.
- Commitment to high performance culture, participate in giving and receiving feedback and belief in continuous and self-improvement.
- Demonstrated ability to work both independently and collaboratively in a fast-paced environment on multiple projects; ability to effectively prioritize time and tasks.

**Values, Relationships and Influence**
- Personally aligned with Project Evident’s core values; demonstrates the utmost integrity and engenders trust; engage in a supportive and inclusive culture; consistently smart, warm, and approachable.
- Strong interpersonal skills and ability to influence, guide, motivate, and support across the team.
- Experience working effectively with multiple stakeholders who may have evolving priorities including subject matter experts, developers; managing vendors and consultants.
- Ability to interface with diverse staff and partners in various domains.
- Be authentic, manage bias and ask for help.

**Technical /Role**
- Demonstrated ability to drive contracting and businesses processes with focus on timely solutions.
- Extremely strong organizational skills.
- Impeccable attention to detail and extremely high standards for accuracy.
- Demonstrated ability to clearly articulate ideas and processes orally and in writing.
- Proficiency using Office productivity software, including Microsoft Office, NetSuite and Salesforce.

**Education and/or Experience**
- 3+ years of project management experience (of the 3+ years, 1-2 years in contract management preferred).
- Bachelor of Arts preferred.
● Proficient in using technology and curious about learning new systems.
● Experience working with diverse communities and a deep commitment to social and racial justice.

Organizational Relationships
● In the interim, the position reports to Founder, Managing Director and Managing Director, Education Practice.
● Dotted line to Acting Controller (financial partner).
● Close working relationship with fiscal agent.

Physical Demands
● Requires sitting, talking and listening for 8 hours per day. Certain situations may require lifting items up to 20 pounds.

Work Environment
● Ability to work in a virtual team, but ability to work in Boston, MA preferred.

Project Evident, a project of Tides Center, is an “at-will” and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

Reasonable accommodations will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

Please send resume and cover letter to careers@projectevident.org.