

JOB ANNOUNCEMENT: Contracts Manager

Hester Street is seeking a Contracts Manager to support the organization's finance and operations team. This is an exciting opportunity for an early-career professional with at least three years of experience in non-profit accounting and/or grant and contract management.

ABOUT HESTER STREET

Hester Street is an urban planning, design and development nonprofit working to ensure that neighborhoods are shaped by the people who live in them. We offer technical and capacity building assistance to community-based organizations, private firms and government agencies on land use processes, neighborhood planning and design, and public and private community development projects throughout NYC and beyond. We strive for more vibrant, resilient, equitable and just neighborhoods and cities.

Local knowledge, needs and priorities guide our work. We partner with community-based organizations and specialize in crafting project-specific, data-driven, interactive tools and processes to ensure that community participants have both the information and inspiration they need to engage in planning and development decisions.

ABOUT THE POSITION

We are seeking a full-time Contracts Manager to support Hester Street's 30+ contracts with city agencies, state agencies and nonprofit partners. The position is ideal for someone with experience navigating the government contracting process, particularly with NYC agencies.

The Contract Manager will manage the execution and compliance requirements of all new contracts, subcontracts and modifications. They will also support our fundraising and business development efforts by helping to prepare budgets for RFPs and grant proposals. The role requires the ability to manage multiple priorities, deadlines and contributors. Experience with NYC government agency contracting processes is required, with a preference for candidates who have worked on DYCD contracts. This is a brand-new position at a growing organization, reporting to and working directly with the Director of Finance and Operations, and collaborating with senior management and project managers.

Job responsibilities include the following:

- Manage execution of all new contracts and modifications.
- Coordinate and ensure completion of monthly, quarterly and annual billing and reporting to government agencies, nonprofit partners and clients to ensure timely reimbursement payments.
- Perform post-award activities including regulatory compliance monitoring, salary, fringe and insurance allocations, cost center charges, projections, and closing processes.
- Maintain contractual records and documentation such as receipt and control of the contract correspondence, subcontract information, modifications, status reports and other documents for all projects.

- Manage all aspects of government contract audits pre-audit preparation of requested documentation, act as point person on site visits, and follow up on all requests.
- Ensure timely contract close-out, extension or renewal, modifications, and monitor transaction compliance (milestones, deliverables, invoicing etc.).
- Prepare complex and detailed budgets for RFPs, grant proposals and new contracts.
- Ensure the accurate and timely completion of monthly contract variance reports with contract budget and year to date spending analysis, as well as monthly reconciliations
- Manage accounts of government proposal websites, including grants.gov, HHS Accelerator and NYS Grants Gateway.
- Develop and implement resources such as Salesforce to support, improve and enhance contract tracking, internal reporting systems, and maintenance of historical records.
- Manage regrants to community-based organizations.
- Review procedures related to reporting and make recommendations for improvements.

Qualifications

We are seeking an excellent manager who works well collaboratively and in a fast-paced environment. Applicants must be highly organized and detail oriented. Top candidates will have:

- BA in Accounting, Finance, Business Management or related field.
- 3+ years of related experience with grant or contract management and/or non-profit accounting (working knowledge of GAAP accounting required).
- Prior experience managing state and city contracts, preferably DYCD contracts.
- Familiarity with typical RFP requirements.
- Strong Excel skills, including spreadsheet creation, pivot tables, formulas.
- Ability to effectively handle multiple projects concurrently and accurately.
- Excellent communication skills.
- Ability to work under tight timeframes and problem-solve.
- Salesforce and other Enterprise business development software.
- Ability to exercise sound judgment, discretion, and tact.

Salary

Salary for this position is competitive and depends on prior experience. In addition, Hester Street offers a comprehensive benefits package.

To Apply

Please send cover letter and résumé to hrm@hesterstreet.org, with “Contracts Manager” in the subject line.

Hester Street is an Equal Opportunity Employer committed to a workforce that reflects the populations with whom we partner. We seek to build an inclusive organization grounded in respect for differences and encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability or veteran status.

Hester Street is a nonprofit organization incorporated as Hester Street Collaborative, Inc.