



## We are Hiring!

### **Job Posting: Senior Contract Manager**

**Location:** On-Site, Rochester NY preferred. For right candidate, we may consider work location out of either Rochester, NY, or Geneva, NY

**Employment Type:** Full-Time

**Department:** Finance

**Salary:** Starting at \$85,000

Catholic Charities of the Diocese of Rochester was founded in 1917 with a mission to build a just and compassionate society to advance the dignity of all people. Catholic Charities of the meets basic needs; advances economic security; pursues housing solutions; strengthens families and children; delivers compassionate mental health and addiction care; supports individuals with intellectual and developmental disabilities; welcomes immigrants and refugees, and more.

If you're looking for an opportunity to express and explore your passion for helping others, then join a team that truly makes a difference DAILY, in people's lives. Don't miss out on being a part of something special!

### **About the Role:**

The Senior Contract Manager will be responsible for vendor and contract management and expected to create, manage and optimize a centralized database of active funding contracts. The Senior Contract Manager will also be responsible for vendor and contract management software, analytics and internal reporting. This role also has responsibility for vendor relationship management, vendor and contract related project management, and collaborating with CCDOR and agency leaders to improve workflow, efficiency and processes, as well as reduce costs.

### **Key Responsibilities:**

#### **Contract and Vendor Management:**

- Creating and maintaining a searchable centralized database of active funding contracts that includes programs from all agencies.

- Identifying, procuring and optimizing an application to use in managing this centralized database.
- Working with program and vouchering teams to develop and maintain a funder reporting calendar for each agency.
- Creating periodic program and contract internal reporting and presenting that information to CCDOR's president and executive team as required.
- Assisting with funder relationship issues as requested by CCDOR's president and agency leadership.
- Working with the CFO and the finance team to consolidate select vendor contracts to improve efficiency and reduce costs.
- Assisting CCDOR and agency leadership with contract negotiation to achieve the most favorable prices, reimbursement and terms.
- Managing select vendor relationships in collaboration with CCDOR and agency leadership.
- Managing CCDOR's relationship with our financial software provider (currently Blackbaud).
- Collaborating with CCDOR and agency leadership and staff on process improvement initiatives and workflow changes.

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive. Employees are required to follow appropriate supervisory directions and perform other related duties as required.*

#### **Qualifications:**

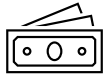
- Bachelor's Degree Required.
- At least eight (8) years of contract management experience, preferably within the healthcare or not for profit industry.
- Depth of experience in contract development, negotiation, execution and record keeping, as well as compliance and vendor relationship management.
- Project management experience.
- Experience presenting information effectively in a variety of settings to varied constituents.
- Proven track record of displaying creativity and pro-actively seeking ways to improve upon current processes.

#### **Additional Skills:**

- Must have the credibility to forge strong partnerships with senior leaders across the organization.
- Must have the ability to interact and build strong relationships at all levels of the organization.
- Must have a proven track record of leading projects and managing multiple priorities.

- Ability to maintain confidentiality and handle confidential information with discretion
- Ability to demonstrate behaviors and attitudes which support organizational mission, philosophy, and policies
- Ability to work in a cooperative and helpful manner with all individuals

## Top Benefits and Perks:



Competitive salary and 403b retirement plan



Supportive and collaborative environment



Generous time off package and work-life balance



Opportunities for professional growth and development



Comprehensive benefits package



Intrinsic reward of truly making a difference in people's lives

Join us and help make a positive impact in our community!

*\*\*\*Catholic Charities is committed to leveraging the talent of a diverse workforce to create great opportunities for our agencies and our people. EOE/AA Disability/Vet*