



## **DIRECTOR OF CONTRACTS JOB ANNOUNCEMENT**

**TITLE** Director of Contracts  
**FLSA STATUS** Exempt  
**PAY CLASS** Full-Time  
**REPORTS TO** Chief Financial Officer  
**LOCATION** Santa Ana, California (Hybrid Schedule- 2 days remote/3 days on-site)

### **Who is Charitable Ventures?**

Charitable Ventures was created to make sure nonprofits are resilient, effective, and empowered so they can serve their communities when they are needed most. Aiming to make our community more socially, racially and economically just, our employees guide and design strategies to effectively address those needs.

### **Do you have a passion for helping nonprofit projects succeed?**

If so, your passions align with the Charitable Ventures mission!

### **What are we looking for in our next team member?**

Answer the questions below to see if you may be our new team member!

Are you ready to:

- Direct strategic contract administration?
- Provide executive level leadership and team development?
- Design and implement successful internal audit strategies and compliance efforts?
- Support the critical work of the social sector?
- Work with like-minded people?

**If you answered yes to any of the questions above, your next career may be waiting for you at Charitable Ventures! And we would love to explore it with you.**

### **Job Summary**



The Director of Contracts will provide strategic leadership and oversight for the organization's fiscal sponsorship and government program contracts. This is a pivotal role for the organization, requiring both the management of two important profit centers – Public Contracts and Sponsored Projects -- and daily coordination of several other supportive divisions. The Director will establish transparent communication with sponsored projects and public funding partners, lead internal audits, develop policies and procedures that mitigate risk and improve process, and participate as a leader in the senior leadership team. As a key member of the leadership team, the Director of Contracts will drive Charitable Ventures' mission, reputation and strategic objectives through: 1) innovative workflows and controls that ensure compliance across Public Contracts and Sponsored Projects Divisions; 2) deepened relationships with internal and external partners and 3) exceptional contract performance.

### **Key Responsibilities:**

#### **Strategic Contract Administration:**

- Lead the entire lifecycle management of contracts, from new awards to modifications and amendments.
- Deliver strategic analysis and actionable briefings on risks and opportunities of pre-award and ongoing contractual activities to the executive team.
- Develop and maintain comprehensive contract management systems to ensure organizational compliance and performance.
- Ensure robust compliance with contract terms, deliverables, and fiscal performance supporting internal and external audit processes.
- Oversee the preparation and review of procurement documents such as RFPs and RFQs to secure favorable contractual terms.
- Provides direction and operational development to the Contracts and Sponsored Projects Divisions to ensure performance to contract obligations.

#### **Executive Leadership & Team Development:**

- Cultivates a culture of high performance, collaboration, and continuous improvement.
- Develops and maintains strategic partnerships with regional partners.
- Mentor and develop contract management staff, cultivating future leaders within the organization.
- Drive departmental analytics and business intelligence to support strategic decision-making and business objectives.
- Collaborate with senior leadership and management staff to ensure comprehensive staff training on contract principles and organizational policies.

#### **Internal Audit & Compliance:**



- Design and implement a forward-thinking internal audit strategies to ensure adherence to organizational and regulatory standards.
- Conduct comprehensive internal audits of contract-related activities and processes, providing executive-level insights and recommendations.
- Deliver detailed audit reports to the Executive and Senior leadership, outlining findings and strategic solutions.
- Collaborate with senior leadership and management to address and rectify audit findings, ensuring continuous improvement.

**Organizational Support and Advocacy:**

- Participate in executive meetings, strategic planning sessions, and industry conferences.
- Champion a transparent, diverse, equitable, and inclusive work environment.
- Advocate for the mission, vision, and values of Charitable Ventures within and outside the organization.

**What are the desired qualifications?**

**Education:**

Bachelor’s degree in Social Science, Public Policy, Nonprofit Management, Business, or a related field. Advanced degrees are highly valued.

**Experience:**

A minimum of 10 years of senior leadership level contract/program/project management experience, with a significant focus on government funded projects.

Proven track record of managing and leading internal audit functions.

Equivalent experience in the nonprofit sector is highly valued.

**Compensation** Commensurate with experience, education, and market (\$115,000 - \$125,000)

**Benefits**

- All employees: 401(k) voluntary employee contribution
- Full-time employees (30 or more hours per week): health insurance (medical, dental, vision); paid time off; company-wide holidays



- **But the most rewarding benefit is your ability to contribute to building stronger communities!**

**Is this job not a right fit for you? Maybe it is for a colleague, friend, or neighbor. Please refer anyone that may be a good fit! And check back for other postings as you may become a team member through *your* unique skills and experiences!**

### **Company Summary**

Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. The agency provides incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

Charitable Ventures maximizes the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and is considered an essential part of the nonprofit sector infrastructure in Southern California. Since inception, it has fiscally sponsored more than 60 projects that address a wide array of social issues.

**Applications:** Please send cover letter and resume to [HR@charitableventuresoc.org](mailto:HR@charitableventuresoc.org).

*Charitable Ventures is committed to the principle of equal employment opportunity. In all that we do, Charitable Ventures supports its clients, projects, staff and partners through our commitment to equity, economic and social justice, diversity and inclusion, and in ways that uplift our communities' assets and potential.*