

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD
JOB POSTING CLOSING DATE: 9/9/22

Job Title: Project Funding & Contracts Manager **Classification:** Full-Time Regular w/benefits
Supervisor: TOR & Clinical Teams Project Directors **Location:** Portland, OR (Remote possible for ID, OR, or WA)
Status: Exempt Employee
Salary: \$85,000+ DOE **Duration:** confirmed through 9/29/2024 but will write for funding to extend this time frame.

Job Summary:

The Project Funding & Contracts Manager plays a critical role in supporting the Northwest Portland Area Indian Health Board's (NPAIHB) Tribal Opioid Response, Clinical Programs, and Project Red Talon projects. The duties of this position can be completed in-person in our office in Portland, OR or remotely if living in ID, OR, or WA. This Manager position will work closely with the TOR, Clinical Programs, and PRT project directors to manage project sub-awards, contracts, budgets, risk assessments, and all monitoring & reporting needed for these administrative tasks. This position will also work closely with the Grants team, Compliance Manager, and Finance team to ensure all sub-awards, contracts, budgets, and risk assessments are up-to-date, being monitored accurately, and following the project funders guidelines.

Essential Functions

1. Manage Project Contracts:
 - Communicate the necessary contracting guidelines with supervisors, per the funding source and NPAIHB policies.
 - Identify, write, and obtain signatures for contracts and amendments for assigned projects following NPAIHB procurement and fiscal policies;
 - Complete categories on the risk assessment templates necessary for project contracts and submit to the Compliance Manager;
 - Communicate with sub-recipients and contractors about possible amendments needed based on changing scope of work, due dates, carryover funding requests, no-cost extension requests, etc.
 - Manage sub-recipient monitoring and tracking based on NPAIHB processes.

2. Manage Project Budgets:
 - Maintain knowledge of spending allowances and budget restrictions for project vendors, sub-recipients, and contracts based on the funding source.
 - Communicate the necessary budget guidelines with supervisors, per the funding source and NPAIHB policies.
 - Communicate with Tribal sub-recipients for the project to ensure budget guidelines set by the funder are being followed and are understood by site coordinators.
 - Work with the NPAIHB grant specialists on budget modifications for internal needs and if the funder requires a formal request per the notice of award.
 - Work with the NPAIHB finance department to ensure project budgets are up-to-date and correct based on true spending by the project.

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- Work with supervisors to draft budgets and budget justifications for continuation applications, new grant proposals, carryover requests, etc.
- 3. Provide technical assistance, to NW Tribes working in contract with the project, regarding budget allowances, spending, and requirements.
- 4. Other duties:
 - Create and organized tracking documents for team members to follow and understand;
 - Prepare an electronic Monthly Activity Report (eMAR) and provide to supervisor at the end of each month; and
 - Performs other duties and assignments as directed by supervisor.

Standards of Conduct:

- Maintain the highest level of confidentiality with all NPAIHB information and documentation.
- Consistently exhibit professional behavior and the high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position.
- Consistently display professional work attire during normal business hours.
- Effectively plan, organize workload, and schedule time to meet workload demands.
- Maintain a clean and well-organized office environment.
- Expected to exercise judgment and initiative in performance of duties and responsibilities.
- Work in a cooperative manner with all levels of management and with all NPAIHB staff.
- Treat NPAIHB delegates/alternates and Tribal people with dignity and respect and show consideration by communicating effectively.
- Participate willingly in NPAIHB activities.
- Abide by NPAIHB policies, procedures, and structure.
- Research and, with the approval of supervisor, attend trainings as needed to improve skills that enhance overall capabilities related to job performance.

Qualifications:

- Bachelor degree required, preferably in the area of business, office administration, or health administration.
- Two (2) years of proven experience in office systems and business applications.
- Two (2) years of experience working with tribal communities or a tribal (or other Indian) organization preferred. Experience working with NW Tribes preferred.
- Four (4) years of contract development, review, negotiations, finance and/or contracts management experience desired;
- Highly organized and motivated to carry out responsibilities with a minimal supervision;
- Able to work independently and show excellent time management skills;

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- Effective organizational skills.
- Some knowledge of monitoring contracts and a demonstrated ability and/or a proven record of success in managing contract and budgeting guidelines and milestones;
- Some knowledge of grant funder contracting, sub-award, and budgeting guidelines & provisions or willingness to research and learn about them;
- Excellent verbal communication skills;
- Advanced user of finance software, Microsoft Excel, SharePoint/Teams, Adobe required;
- Strong writing skills;
- A friendly, courteous interpersonal skills to effectively work with tribal representatives, NPAIHB staff; and the general public.

Physical Demands:

Frequently involves sedentary work: exerting up to 10 pounds of force and/or a negligible amount of force to lift, carry, push, pull or otherwise move objects, including the human body.

Physical Requirements:

Constantly requires the ability to receive detailed information through oral communications, and to make fine discrimination in sound. Constantly requires repetitive movement of the wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks. Occasionally requires standing and/or sitting for sustained periods of time. Occasionally requires ascending or descending stairs or ramps using feet and legs and/or hand and arms. Occasionally requires stooping which entails the use of the lower extremities and back muscles. Infrequently requires crouching.

Typical Environmental Conditions:

The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

Travel Requirements:

Local travel is infrequently required. Overnight travel outside of the area is infrequently required. Current COVID-19 travel restrictions apply.

Disclaimer:

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and or skills required of all personnel so classified.

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Except as provided by Title 25, U.S.C. § 450e(b), which allows for Indian preference in hiring, the NPAIHB does not discriminate on the basis of race, color, creed, age, sex, national origin, disability, marital status, sexual orientation, religion, politics, membership or non-membership in an employee organization, marital status, citizenship or immigration status, veteran or military status, genetic information, ancestry or any other characteristic protected by law.

Applications can be found online at www.npaihb.org

SEND RESUME AND APPLICATION TO: HR@npaihb.org