

CONTRACT ADMINISTRATOR

If you are adept at contract management, have a keen attention to detail, possess the ability to identify potential risks for our organization, and thrive in a dynamic environment, we invite you to apply for the role of Contract Administrator in our Behavioral Health Training and Consultation Organization and play a pivotal role in supporting our training and consulting initiatives, driving excellence and innovation in the behavioral health field.

About Us: We are a highly regarded behavioral health training, implementation, and consulting organization committed to advancing the knowledge, skills, and practices of professionals in the field. Our organization offers comprehensive training programs, consultation services, and resources to support the delivery of high-quality behavioral health care.

What You Will Be Doing: Working under the direct supervision of the Director of Finance, the Contract Administrator will prepare, negotiate, and review contracts such as purchases, sales, and business partnerships. You should possess strong analytical skills to analyze contracts, aiming to reduce costs and maximize assets while ensuring compliance with legal regulations. Ultimately, your role will involve ensuring that all contracts align with legal requirements and effectively contribute to our company's objectives.

Primary Responsibilities

- Review prospective contracts from a risk mitigation perspective to protect the business interests of the organization.
- Liaise with leadership to craft, evaluate, and execute a wide variety of contracts between the organization and contractors, customers, and vendors.
- Assist program directors with negotiations and planning for contract formulation and execution as needed.
- Communicate and present contract-related information, including monthly reports to leadership.
- Solve any contract-related problems that may arise internally or with other parties.
- Create and maintain relationships with customer administrative staff and serve as the point of contact for all contractual matters.
- Identify inconsistencies between contract language and organization policies and work with project staff to identify solutions.
- Ensure all insurance policies are up to date and that coverage is sufficient to meet contract requirements.
- Participate in cross-training and provide temporary relief during staff shortages.

Desired Qualifications and Skills

- Bachelor's degree in business administration or related field.
- Minimum 5 years' experience as a Contract Administrator, Contract Manager, or relevant role required.
- Experience monitoring contract/grant deliverables required.
- Excellent communication skills and the ability to succeed in a team-based, non-profit environment and cultivate collaborative partnerships.
- Experience with project budgeting and familiarity with finance fundamentals and accounting procedures.
- Behavioral health care experience a plus.
- Certified Professional Contract Manager (CPCM) a plus.

- Federal grant experience a plus.

Computer Skills

To perform this job successfully an individual should have knowledge of Microsoft Office Suite of products with advanced knowledge/skills in Microsoft Excel, QuickBooks, and Adobe Acrobat.

Compensation and Benefits

- \$75,000 - \$90,000/year
- Medical, Dental, and Vision Insurance (100% paid for employee/70% paid for dependents)
- Employee Assistance Program
- Company Paid Life Insurance and Long-Term Disability Plan
- 403(b) Retirement Plan with company match based on fiscal year performance
- 13 Paid Holidays, plus 5-day paid Winter Break and 5 days Admin time of personal choice
- Generous Paid Vacation and Sick Time

Work Location

This is a hybrid position requiring the flexibility to commute to our Sacramento office at least once per week or as necessary.

EEO Statement

Cultivating an inclusive staff and a sense of belonging is central to our organization's focus on advancing equity. Our core values are Recovery and Resiliency, Anti-Racist, Innovation, Continuous Improvement, Customer Commitment, Cultural and Linguistic Inclusion, Outcomes-Driven, and Health Equity and we believe a diverse and inclusive environment inspires unity, respect, and passion for our work and one another. We are interested in hearing from people who can work with colleagues of varied experience and backgrounds. We are an equal-opportunity employer, candidates from all backgrounds are considered, and as an organization that values equity and inclusion, we highly encourage people of color, women, LGBTQ+ individuals, and veterans to apply.

To Apply: If you want to learn more about this position and meet the qualifications, please submit your resume and cover letter to hrmanager@cibhs.org.