



Contract Administrator Alexandria, Virginia

Applicants must submit cover letter and résumé to be considered.

The Contract Administrator working with a Contract Manager in Denver is responsible for protecting the organization's rights and minimizing risk regarding research project engagement. Together, they ensure compliance with third party agreements for research projects through all aspects of the contracting process from "cradle to grave".

RESPONSIBILITIES

1. Draft, prepare, negotiate, redline and coordinate with appropriate Foundation staff:
 - standard contracts including Project Funding Agreement (federal and non-federal), Multiple Funding Research Agreement, Memorandum of Understanding and Letter of Agreement, Non-Disclosure Agreement
 - co-funding arrangements
 - contract amendments and letter agreements
 - federal cooperative funding agreements
 - technology agreements
2. Maintain current knowledge of federal agency guidelines and how changes may affect WRF agreements with those agencies, including Bureau of Reclamation, Dept. of Energy and Environmental Protection Agency.
3. Manage contract processes including coordinating annual reviews and approval of quality system documents, documenting and refining processes and training staff on processes.
4. Assist staff with identifying contract needs for programs and provide guidance on the contracting process for new contracts and contract amendments.
5. Coordinate contracting processes (including the definition, documentation of and refinements to those processes); with key stakeholders involved, including attorneys, researchers and WRF staff.
6. Ensure WRF contract provisions for timely receipt of deliverables, issuance of amendments, extensions, breach notification letters and project termination letters.
7. Organize, maintain documentation related to contracts and the administration of contracts, per document retention guidelines.
8. Track jointly funded agreements, insurance documentation, copyright assignment, and file organization for ease of access and according to retention guidelines.

9. Preserve and maintain the intellectual property rights of WRF; review contracts to ensure copyright transfer to WRF for publishing purposes; document authorized exceptions; and collaborate with various stakeholders to resolve copyright issues.
10. Negotiate grant/contract awards and/or review for compliance. Recommend acceptance or rejection of grant/contract awards, terms for compliance and approve charges consistent with terms and conditions of awards. Obtain sponsor approvals as required.
11. Coordinate principal investigators, research managers, business managers and other interested parties on grant/contract protocol, compliance, financial, budgetary, and administrative matters.

REQUIREMENTS

- Legal/Paralegal skills, including technical writing
- Knowledge of federal/state/private agencies' regulations/procedures applicable to grants, contracts, and ethical conduct of research.
- Demonstrated proficiency with negotiation skills
- Able to communicate clearly and effectively
- Highly organized work habits and time management
- Strong analytical and problem-solving skills
- Critical thinking
- Resourcefulness
- Flexibility
- Assertiveness
- Familiarity with association/customer management database.

EDUCATION

- Bachelor's degree in field related to finance or business.
- ABA approved Paralegal certification
- CFCM designation or certification in Federal Grants Management or willingness to attend training is essential.

WORK EXPERIENCE REQUIRED

- 5-7 years' relevant work experience in contract administration.
- 3-5 years' relevant work experience in project management.
- Comparable combination of education and experience would be considered.

PREFERRED WORK EXPERIENCE

- Federal grants program administration
- Water industry research

To Apply: Please forward cover letter and résumé to Jobs@waterrf.org.