



1200 12<sup>th</sup> Avenue South, Suite 1200  
Seattle, WA 98144

P 206.805.6100  
F 206.805.6101

[BuildingChanges.org](https://BuildingChanges.org)

## **JOB ANNOUNCEMENT**

### **SENIOR GRANTS AND CONTRACTS MANAGER**

The **Senior Grants and Contracts Manager** plays a key role in ensuring that Building Changes meets its financial and compliance obligations related to grants and contracts. Reporting to the Director of Finance and embedded within the Finance team, this position manages the full lifecycle of incoming and outgoing grants and contracts, ensures compliance with funder and regulatory requirements, and provides technical and strategic support to staff and external partners.

This role requires a high level of expertise in contracts administration, risk management, and grant compliance, and acts as the organization's subject matter expert on related policies, procedures, and systems—including Salesforce CRM.

#### **Key Responsibilities:**

##### **Grants & Contracts Management (Primary Function)**

- Administer the full lifecycle of grant awards (outgoing), including drafting, negotiation, execution, reporting, monitoring, and closeout.
- Ensure contracts and grants are compliant with organizational policies, funder requirements, and audit standards.
- Develop scopes of work and budgets in collaboration with program, development, and finance teams.
- Maintain a calendar of key grant deliverables and reporting deadlines; ensure timely submissions.
- Review contracts for legal soundness and advise on risk mitigation strategies in partnership with legal counsel and senior finance leadership.
- Manage amendments, extensions, budget modifications, and reporting requirements.
- Provide technical assistance and serve as the primary liaison for grantees and vendors on contracts and compliance-related matters.
- Maintain all documentation in Salesforce and ensure accurate tracking and reporting.

##### **Vendor Contract Management**

- Oversee vendor contracting processes, including creation, review, negotiation, and implementation of contracts.
- Maintain internal contract templates and develop alternative contracting protocols for low-risk engagements.
- Provide ongoing training and technical support to staff on scope development, invoicing, and procurement protocol.

- Review revenue-generating contracts and grants awarded to Building Changes for fiscal soundness and risk.
- Track certificates of insurance and other compliance documentation.
- Work closely with the Director of Finance to ensure alignment between contract terms and financial reporting.

### **Strategic & Technical Leadership**

- Serve as lead administrator and internal advisor on contract and grant risk assessment.
- Work across departments to align grantmaking processes with programmatic goals, funder expectations, and audit readiness.
- Develop workplans, implement timelines, and dashboards to support organizational transparency and accountability.
- Provide training to staff and partners on contract/grant compliance, equity in contracting, and system navigation.

### **Systems Management**

- Manage Salesforce CRM contract and grant records, templates, workflows, and reporting dashboards.
- Lead ongoing improvements and integrations within Salesforce to support cross-functional coordination and visibility.
- Ensure data integrity, security, and proper access permissions for grant/contract information.

### **Required Qualifications**

**The successful candidate will have a combination of the following experience:**

- 5+ years of progressively responsible experience in grants, contracts, or nonprofit compliance management.
- Experience with contract negotiation, vendor management, and risk assessment in a nonprofit setting.
- Advanced proficiency in Salesforce CRM or similar grants management software.
- Strong analytical, organizational, and communication skills.
- Demonstrated ability to translate technical requirements into accessible tools and guidance.
- Commitment to equity and inclusion in contracting and grantmaking practices.
- Demonstrated understanding of, and commitment to, principles of racial equity, diversity, and inclusion
- Understanding of diverse local, state, and federal funding mechanisms, planning processes and trends related to homeless and special needs housing and services
- Strong verbal and written communication skills and ability to communicate effectively with varied audiences, verbally, in writing etc.
- Knowledge and experience in social issues, including homelessness and housing
- Travel will be required to cultivate and foster relationships.

## Preferred Qualifications

- Experience working within a finance department or in close coordination with finance/accounting teams.
- Prior experience in capacity-building support to community-based organizations.
- Familiarity with nonprofit audit standards and financial reporting.

\*Note: In our effort to conduct an inclusive search for qualified candidates, this position does not require an advanced degree. Educational attainment will be considered along with lived experiences.

*Building Changes is currently employing a hybrid work model. This position requires some local and statewide travel across Washington state, including at least once per month to the Building Changes headquarters in Seattle, Washington.*

Building Changes is an Equal Opportunity Employer with a strong organizational commitment to building a diverse workforce.

The salary for this position is \$77,500. We offer excellent health, time off, retirement, and other benefits.

