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Seattle, Washington 98144
BuildingChanges.org
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JOB ANNOUNCEMENT
Senior Grants and Contracts Specialist

At Building Changes, we connect public and private investments with community-based organizations working to prevent and end homelessness. As a nonprofit intermediary, we bring together funding, partnerships, and expertise to strengthen community-driven solutions while ensuring resources are managed responsibly and effectively. This work requires a thoughtful balance of financial stewardship, accountability, and compliance, alongside the flexibility and collaboration needed to support our partners. Strong grants and contracts administration is essential to making that possible.

We are seeking an experienced, detail-oriented Senior Grants and Contracts Specialist with a strong background in grants administration, financial oversight, and contract compliance. This is an opportunity for a seasoned professional who works independently, takes ownership of their responsibilities, and understands how strong financial and administrative practices contribute to meaningful community impact.

In this role, you will oversee the administration of outgoing grants and contracts while also tracking and coordinating compliance requirements associated with incoming funding agreements. You will ensure that funder requirements are clearly understood, appropriately incorporated into outgoing agreements, and consistently monitored throughout the grant and contract lifecycle. Responsibilities include tracking funding agreements, disbursements, budgets, milestones, deliverables, and reporting requirements to ensure compliance with contractual obligations. You will also help strengthen internal systems, identify and mitigate compliance risks, and support consistent, accountable, and effective grants management practices across the organization.

We are looking for someone who brings technical expertise, sound judgment, and a proactive approach to problem-solving. The ideal candidate is comfortable navigating complex funding requirements, anticipating challenges, and working with a high degree of independence while collaborating closely with our grants, finance, and program teams.

What makes this opportunity unique is the intersection of financial accountability and community impact. At Building Changes, grants administration is more than managing agreements and monitoring expenditures. It is ensuring that resources reach our community partners responsibly, commitments are honored, and the organizations we support have the clarity and partnership they need to focus on their work.

As Building Changes continues to strengthen its operational systems and practices, this position offers an opportunity to contribute your experience, improve processes, and help shape how we manage and steward our investments. We value professionals who are collaborative, solutions-oriented, and committed to advancing equitable outcomes for children, youth, and families experiencing housing instability.

Job Responsibilities

Grants & Contracts Management (Primary Function)

- Administer the full lifecycle of grant awards (outgoing), including drafting, negotiation, execution, reporting, monitoring, and closeout.
- Conduct and document risk assessments of subrecipients and subcontractors, as applicable, to inform monitoring requirements and ensure compliance with funder and organizational requirements.
- 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.
- identify potential contractual risks and coordinate review with leadership and legal counsel.
- 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 Administration

- Oversee vendor contracting processes, including creation, review, 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.
- 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.
- Working directly with Finance and Programs to identify compliance issues and resolve routine discrepancies.
- 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: contracts 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 bring a combination of the following education, skills, and experience:

- **Grants and Contracts Administration:** At least 3-5 years of progressively responsible experience in grants management, contract administration, financial compliance, or related nonprofit or public-sector work, preferably within a grantmaking foundation or intermediary organization.
- **Outgoing Grants Management:** Demonstrated experience administering outgoing grants, subrecipient agreements, and contracts, including award processing, disbursements, amendments, monitoring, and closeout.
- **Financial Oversight:** Strong experience reviewing budgets, invoices, expenditures, and financial reports; tracking budget-to-actual spending; and verifying allowable costs and payment requirements.
- **Compliance and Risk Management:** Working knowledge of federal, state, and local grant requirements, including 2 CFR Part 200 (Uniform Guidance), subrecipient monitoring, internal controls, and audit documentation.
- **Contract Performance Monitoring:** Experience tracking contractual milestones, deliverables, reporting deadlines, and performance requirements to ensure accountability and timely completion.
- **Systems and Data Management:** Proficiency with grants management systems, financial tracking tools, Microsoft Excel, and maintaining accurate contract and compliance records.
- **Organizational and Analytical Skills:** Exceptional attention to detail, sound judgment, and the ability to manage multiple agreements, deadlines, and funding requirements simultaneously.
- **Collaboration and Communication:** Ability to work effectively across finance, programs, leadership, and external partners while communicating complex financial and compliance requirements clearly.
- **Equity and Relationship Building:** Demonstrated commitment to racial equity, inclusion, and working collaboratively with community-based organizations, including supporting grantees in navigating administrative and compliance requirements.
- **Education or Equivalent Experience:** Bachelor's degree in finance, accounting, business administration, public administration, or a related field, or an equivalent combination of relevant education and professional experience.

Position Details

- **Reports to:** Director of Programs and Strategic Initiatives
- **Location:** Hybrid; our office is located in Seattle.
- **Travel:** Occasionally local and statewide travel to grantee sites across Washington State.
- **Salary range:** $90,000 - $95,000 per year. We offer excellent health, time off, retirement, and other benefits.

How to Apply:

Building Changes welcomes candidates from across Washington State. We are a hybrid organization that values in-person connection and collaboration. For employees located in the greater King, Pierce, and Snohomish counties, regular in-office participation is expected. We are committed to supporting statewide talent and may provide flexible hybrid accommodations for candidates residing outside of these counties.

Interested candidates are invited to submit a resume and cover letter outlining their relevant experience and interest in joining Building Changes.

Please submit your application to, HR@buildingchanges.org with the subject line: Senior Grants and Contracts Specialist – Application.

This position is open until filled**.** Applications will be reviewed on a rolling basis, and early submissions are encouraged.

Building Changes is committed to building a diverse and inclusive workplace. We encourage applications from individuals with a variety of professional and lived experiences, including those who may not meet every qualification listed but bring relevant skills and expertise to the role.

About Building Changes

Vision
Communities thrive when people have safe and stable housing and can equitably access and use services.

Mission

Building Changes advances equitable responses to homelessness in Washington State, with a focus on children, youth, and families and the systems that serve them.

Values

Building Changes' work is grounded in these core values: Equity, People, Partnerships, and Integrity.
For more information, visit BuildingChanges.org.

Racial Equity Statement

Racial Equity, Diversity, Inclusion, and Belonging are more than just words to Building Changes; they are the practices that guide how we operate as an organization, how we do our work, and how we interact with each other, our partners, and communities at large. We believe that to achieve our mission of advancing equitable responses to homelessness, our organization and workplace must represent people of all identities, backgrounds, experiences, abilities, and perspectives. Therefore, we encourage interested candidates from diverse backgrounds to apply, even if they are not certain they meet every expectation of the role.

For more information, visit BuildingChanges.org