



Senior Contracts and Compliance Manager

The Alliance is recruiting a seasoned Senior Contracts and Compliance Manager to administer all aspects of contract, grant, and agreement management—from procurement planning to project close-out. This is a new position best suited to those who enjoy working in a fast-paced environment, building programs from the ground level, and developing policies that build strong economies, vibrant communities, and healthy environments. We will rely on your ability to work under tight deadlines, adapt to changing priorities, and seek out creative solutions while delivering excellent customer service and building strong relationships.

As is the case for the entire water sector, 2023 marks a pivotal time for the US Water Alliance. The passage of the Bipartisan Infrastructure Law (BIL) marks a once-in-a-generation window of opportunity to advance infrastructure and equity. The Alliance's designation as one of four EPA-funded national Environmental Finance Centers has created new, complementary focuses for the Alliance: leveraging our historic work on water equity and One Water movement-building to serve as the national convener for all BIL-funded drinking water and clean water technical assistance providers alongside providing direct technical assistance for a subset of communities.

If you're excited about this role and our vision, we encourage you to apply even if you don't believe you meet every single requirement or qualification in this job description!

About the US Water Alliance

The US Water Alliance advances policies and programs to secure a sustainable water future for all. Established in 2008, the Alliance is a nonprofit organization that brings together diverse interests to identify and advance common-ground, achievable solutions to our nation's most pressing water challenges. Our members and partners include community leaders, water providers, public officials, business leaders, environmental organizations, policy organizations, and more. We:

- **Educate the nation** about the true value of water, water equity, and the need for investment in water systems. Our innovative approaches to building public and political will, best-in-class communications tools, high-impact events, media coverage, and publications are educating and inspiring the nation about how water is essential and in need of investment.
- **Accelerate the adoption of One Water principles and solutions** that effectively manage water resources and advance a better quality of life for all. As an honest broker and action catalyst, we convene diverse interests to identify and advance practical, achievable solutions to our nation's most pressing water challenges. We do this through our strategic initiatives and programs such as our Water Equity Network, Equitable Infrastructure Initiative, and One Water Hub, which offer high-quality opportunities for the adoption of best practices, knowledge building, and peer exchange. We develop forward-looking and inclusive water policies and programs, and we build coalitions that will change the face of water management for decades to come.

- **Celebrate what works in innovative water management.** We shine a light on groundbreaking work through storytelling, analysis of successful approaches, and special recognition programs that demonstrate how water leaders are building stronger communities and a stronger America.

For more information, please visit our website at: www.uswateralliance.org.

Position Overview

Reporting to the Director of Administration, the Senior Contracts and Compliance Manager will serve as the subject matter expert for compliance-related business practices for the organization—staying abreast of regulatory changes brought about by federal agencies, foundations and donors, and multilateral organizations that fund our work—to develop policies and processes to ensure compliance at all times. This position will oversee compliance audits and ensure that compliance policies and procedures include best practices and risk mitigation.

What You'll Do

- Provide support and direction on all aspects of incoming and outgoing awards, contracts, agreements, sub awards, and subcontracts including reviewing, drafting, and negotiating agreements; interpreting language; and applying rules and regulations from different funders.
- Interact with outside counsel, accountants, auditors, and other related professionals to ensure compliance.
- Ensure grant and contract management standards are understood and applied correctly, serve as subject matter expert on funder rules and regulations, and provide policy guidance to staff.
- Prepare, organize, and maintain contract records and files documenting contract award, modification, performance, and compliance.
- Establish, maintain, and update compliance policies and procedures in accordance with funder regulations and Alliance policies.
- Develop, maintain, and update templates for various types of awards, contracts, agreements, subawards, and subcontracts.
- Conduct internal compliance reviews of awards and contracts.
- Play a key role in the development and implementation of new systems, policies, and best practices for cooperative agreements, grants, contracts, vendor agreements, and subawards to increase effectiveness and efficiency.
- Respond to requests for assistance, information, and interpretation on a broad range of topics such as allowances; contract regulations, procedures, and management; subcontracting procedures and management; grants under contracts; cost, pricing, and billing issues; and audit responses.
- Support proposal development including review of bids, preparation and review of agreements, representation and certifications, past performance documentation, and cost-sharing plans.
- Train program staff on compliance requirements based on funder/donor regulations and contractual requirements.
- Create monitoring plans for active contracts and contract closeout; report on the state and performance of contract and compliance to internal and external stakeholders as needed.

What you bring to this role

Education and Experience:

- Bachelor’s degree in finance, business administration, law, project management, or related field
- Minimum of six years of contract and/or compliance work experience (i.e., procurement, contracting, contract monitoring, and compliance)
- Certification in the contract and compliance professions such as CPCM, CFCM, CCMA, or equivalent is preferred
- Experience managing compliance processes for US agencies such as the EPA and familiarity with the Code of Federal Regulations
- Experience drafting, revising, and reviewing contracts for compliance with applicable local and federal requirements
- Strong planning and organizational skills, including the ability to handle competing priorities
- Advanced writing skills and background in preparing written reports, briefing papers, presentations, or related materials
- Experience developing policies and procedures for projects and programs funded with federal funds—particularly funds from the EPA
- Experience with sub-recipient monitoring, including the creation of monitoring policies, procedures, and plans
- Experience working with or for nonprofit organizations is a plus

Abilities:

- Proactive in researching regulations and applicable best business practices
- Create, prepare, and present training materials
- Fundamental computer skills including Microsoft 365 (Word, Excel, PowerPoint, Teams, etc.), CRM software (e.g., Salesforce), and virtual meeting platforms
- Ability to learn quickly, as well as to adapt to new and changing priorities, information, and challenges
- Independently prioritize tasks and exercise sound judgment to identify and solve problems—acting within the broader program goals to ensure efficient workflow and successful outcomes
- Analytical and detail-oriented

Mindset:

- Display a commitment to and experience with principles of diversity, equity, and inclusion at the institutional and interpersonal levels
- Maintain a positive, graceful, and professional demeanor while demonstrating passion and integrity in pursuit of the US Water Alliance’s mission
- Attention to detail and commitment to delivering high-quality work products

Compensation and Location

In addition to a competitive salary of \$85,000 – \$115,000 (commensurate with experience), the US Water Alliance offers an excellent benefits package that includes paid vacation, health, vision, and dental insurance, as well as a 401(k)-retirement plan. Qualified candidates will be considered regardless of location. While most work is performed remotely, travel will be required for occasional onsite events, gatherings, and program and/or development needs.

To Apply

Please send your CV/resume and cover letter to hr@uswateralliance.org with “Application: Senior Contracts and Compliance Manager” in the subject line. **Applicant materials will be accepted through September 21, 2023.**

What to Expect

We’ll review your application materials for experience, knowledge, and abilities required to successfully perform the job. **Only those selected to advance in this process will be contacted for an interview.** Candidates must possess current and valid US Work Authorization and be eligible to work for any US employer without sponsorship.

As part of our standard hiring process for new employees, employment will be contingent upon the successful completion of a background check.

The US Water Alliance is an equal opportunity employer committed to building and maintaining a diverse staff and a welcoming workplace for all. Applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

If you require assistance due to a disability in the application or recruitment process, please submit a request to hr@uswateralliance.org.