

Contracts Analyst JOB POSTING

The Mission, Vision, and Values of Sacramento Steps Forward (SSF) is to end homelessness through leadership, convening partners, data-driven best practices, and improving system performance. Our vision is an equitable community where everyone has a safe place to call home. With focus on Equity, Transparency, Continuous Learning, Human-Centered, Community-Inspired Solutions.

Under the supervision of the Programs Director, the Contracts Analyst is responsible for overseeing contracts management tasks, as assigned, as well as monitoring, program support and necessary grant maintenance. The Contracts Analyst will serve as an expert on HUD (Department of Housing and Urban Development) requirements and the local HUD-funded housing programs.

SSF embraces technology to develop ongoing efficiencies. Currently the office is remote and is looking to be a hybrid operation in the future. This position will be required to report to the office periodically.

Evidence of COVID-19 vaccination will be required as a condition of employment and is mandatory for all SSF staff-full-time, part-time, and independent contractors. Vaccination documentation must be provided to SSF no later than the first day of employment. Vaccination information is completely confidential between the staff member and HR. Reasonable accommodations will be considered as needed.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

Manages a large portfolio of HUD grants as assigned by the Programs Director, including but not limited to:

- Conducts onsite monitoring of sub-recipient projects to ensure contract compliance.
- Provides support, technical assistance and training on record keeping program and data quality requirements.
- Develops collaborative approaches to working with subrecipient program staff.
- Creates training materials to improve and standardize processes.
- Analyzes current regulations as it applies to subrecipient programs and provides recommendations help inform local and system policies.
- Improves tracking of project metrics and performances.
- Collaborates with subrecipient programs with an elevation/ feedback loop for process improvement.
- Prepares renewal project funding applications for the annual funding competition.

Works closely with Financial Analyst to ensure grants are in good standing, including but not limited to:

- Reviews and analyzes monthly grant claim forms/ reimbursement requests.
- Identifies spending patterns or issues.
- Occasional coordination and involvement in various committees and community meetings.
- Works with the HMIS Coordinator to track service delivery and outcomes.

Other Responsibilities

- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.

Ideal candidates will possess the following knowledge, skills and abilities:

- Ability to interact and communicate effectively with a diverse group of providers.
- Excellent analytical skills and attention to detail.
- Knowledge of or experience working with local community organizations.
- High commitment and work ethics.
- Knowledge of monitoring, process or performance improvement a plus.

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Education and/or Experience: Bachelor's degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Compensation and Benefits:

Compensation range \$25-\$30/hour; DOE.

Full-time, non-exempt position with benefits; health, dental, and vision, 401k, accrued time off and paid holidays.

To Apply:

If you qualify, please submit your application, cover letter, and resume to jobs@sacstepsforward.org; once submitted we will be in contact with you. You will find the employment application [HERE](#). **Please note that your submittal will not be reviewed unless all required items are received, including the application, cover letter, and resume.**

The position will be open until filled. Please do not contact Sacramento Steps Forward Directly. No phone calls or personal visits will be accommodated without an appointment. Staffing and recruiting agency please do not respond.

We strive for inclusivity, equity, and diversity by attracting extraordinary people from diverse backgrounds and lived experiences. We seek to employ an all-star team of people who vary by their race and ethnicity, gender identity, sexual orientation, nationality, age, culture, religion, veteran status, physical and mental abilities. We promote equal opportunity in the recruitment, selection, training, compensation, promotion, and benefits of all employees.

Sacramento Steps Forward is committed to the principles of being an equal opportunity employer. Sacramento Steps Forward organizational policies, practices, programs, activities and decisions regarding employment are not based on a person's race, color, sex, age, sexual orientation, gender identity, religion, national origin, disability, veteran status, parental status, housing status, or other protected status, in accordance with applicable law.

Sacramento Steps Forward is committed to the full inclusion of all qualified individuals. In keeping with our commitment, Sacramento Steps Forward will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact jobs@sacstepsforward.org.