



Grants & Contracts Specialist

POSITION SUMMARY

The Center for Children & Youth Justice, founded in 2006 by Justice Bobbe J. Bridge (ret.), is committed to reforming Washington's juvenile justice and child welfare systems. CCYJ leads communities, our state, and the nation in empowering children and youth, stabilizing families, and strengthening communities through meaningful and lasting reform. CCYJ identifies gaps in the system, researches, develops innovative and creative solutions, and ensures that policymakers integrate these system improvements into practices and procedures. CCYJ's results are realized into state law, adopted as standing protocols by the courts, schools, and other partners; and they are developed into new interventions for at-risk, abused and/or neglected children and their families. CCYJ has succeeded in driving positive systems change for more than a decade. Following an extensive national search, our Board of Directors appointed our second President and CEO Rachel Sottile in late 2018.

Our passionate staff is deeply committed to the youth for whom we advocate. CCYJ seeks a Grants & Contracts Specialist to use a race equity lens to drafting and oversight of government grants and organizational contracts, managing relationships with granting organizations as well as subcontractors, and in working with the leadership team to create a government grant development strategy. This position would collaborate with program management on oversight of grant/contract related deliverables and outcomes. This is a full-time position.

CCYJ's offices are located in Seattle, Washington. In consideration of employee health and safety during COVID-19, this position will be set up to work remotely until CCYJ's office reopens, at a date to be determined. CCYJ is open to considering applicants seeking a Washington State based long-term remote position. Some in person meetings are required (currently, virtual). Because this position handles confidential information, work must be completed from a home office or similar environment. This position cannot work in a public location.

CCYJ'S CULTURE EMBRACES

- We are committed to a diverse, fully self-expressed workforce, representing the communities in which we serve.
- We are committed to examining our own internal structures, policies, and culture, identifying and eliminating those aspects that promulgate racism
- Together we are transparent, accountable, respectful, and self-aware in order to foster belonging and a sense of community.
- We operate with an innovative and leading-edge mindset.
- We are purpose driven and laser sharp in the fulfillment of our mission.
- Our staff embraces a growth mindset; our development is essential to expand and grow our impact for children and youth in WA.
- We produce results, not reasons.
- We (believe) anything is possible.
- We believe everyone has something to contribute.

- We believe everything happens out of your relationship with other people.
- We are grounded in the premise that great ideas can come from anyone at any time.
- We believe people up to big things are going to make big mistakes. We own them, learn from them, and move on.
- We believe transparency is essential to a highly functioning organization.

REPORTING RELATIONSHIP

Reports to: VP of Mission Support Services

SUPERVISION EXERCISED

None at this time. Works in close collaboration and coordination with program leadership.

This position may supervise and/or provide direction to Interns, Assistants, and/or Coordinators.

FLSA STATUS

This position is considered exempt under the Fair Labor Standards Act and is therefore not eligible for overtime pay.

ESSENTIAL FUNCTIONS

The examples of essential functions listed below are intended as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by CCYJ as the needs of the organization and requirements of the job shift over time.

- Oversee government grants, including monitoring compliance, communicating progress and outcomes, and ensuring the submission of accurate and timely programmatic and financial reports.
- Serve as the agency contract liaison with national, state, and local governing bodies.
- Lead for drafting contracts and overseeing government grant applications. Some grant writing may be included.
- Ensure all grants and contract submissions are compliant with applicable federal/state/local law and relevant award terms and conditions.
- In addition to writing contracts and overseeing grants (primarily government), work with established outsourced grant writers on strategy and approach.
- Oversee maintenance of the Grants and Contracts Dashboard, working closely with the Finance, Philanthropy, and Program staff to ensure fluidly and clarity of roles/responsibilities.
- Maintain a schedule that ensures accurate and timely submission of proposals, reports, and letters of interest.
- Agency lead for Contracts/Grants Desk and Compliance audits, preparing the necessary documents and overseeing the engagements.
- Collaborate with staff, including the Monitoring & Evaluation Specialist, to ensure efficient and effective processes for data collection related to grants and contracts deliverables.
- Identify, research, and solicit potential sources of government funding.

Other

- Other duties as assigned

QUALIFICATIONS: EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

Experience and Knowledge

- Extensive experience working within contracts management and development (typically 6+ years), including grant writing and related government contracts management. Education may substitute for 2 years' experience.
- Knowledge of statistical relationships, and ability to articulate metrics verbally, in writing, and with charts and graphs.
- Knowledge of the use of dashboards and metrics as a means of tracking annual outcomes to goals, as well as longer term strategic initiatives.
- Knowledge of public health, public affairs, public policy, social work, criminal justice systems, court administration, law, education, positive youth development, or other relevant fields desirable.
- An understanding of the concepts of institutional and structural racism and bias and their impact on BIPOC communities.
- Experience working and communicating with people from diverse racial, ethnic, and socioeconomic backgrounds.

Skills and Abilities

- Demonstrated track record in developing, communicating, implementing, and adapting a strategy in a constantly changing environment.
- Ability to listen to others and communicate honestly, responsibly and professionally; in writing, verbally, and electronically.
- Entrepreneurial.
- Commitment to scrupulous attention to detail, impeccability, and integrity.
- Technologically savvy and knowledgeable including but not limited to Microsoft Office Suite, Asana and Google apps.
- Ability to work independently, submit accurate documentation, and seek guidance when needed.
- Ability to establish collaborative relationships with staff and volunteers, provide leadership when appropriate
- Receptive to accepting feedback, willingness to take ownership of responsibilities, and proactively identify areas of growth.
- Communicate clearly, seek solutions, and demonstrate flexibility when working with and as a team.
- Ability to keep sensitive information confidential.
- Ability to take initiative by elevating questions and seeking opportunities for further development.
- Maintain a current knowledge base by participating in educational or training opportunities, reading relevant publications, and maintaining professional networks.

COACHABILITY

- Able to work in a team environment and has the courage to communicate openly and honestly.

- Possess a *growth mindset*: the willingness to be coached and to develop to increase effectiveness, collaboration, and produce results.
- Adaptable.
- High functioning sense of humor, humility, and emotional intelligence.
- Foster a culture of integrity, service, adaptability, innovation, and responsibility.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- This position requires manual dexterity sufficient to operate phones, computers, and other office equipment, and the ability to sit and to use a computer for significant periods of time.
- This person must speak clearly using the English language to accurately convey information.
- Generally good working conditions with little or no exposure to extremes in noises, temperature.
- Little or no safety or health hazards.
- Minimal lifting or climbing.
- Work performed in an office setting as applicable determined by activities.

COMPENSATION

Competitive salary commensurate with skills and experience. The starting salary range is \$60,000-\$72,000 per year. CCYJ offers a benefits package that includes Medical/Vision/Dental, Ancillary Benefits, Optional Employer Sponsored 401K, Transportation Allowance, Paid Time Off, Sick Leave, Holiday Pay, and Floating Holiday Pay.

TO APPLY

Please submit a cover letter, resume, and contact information to jobs@CCYJ.org.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We value a diverse workforce.