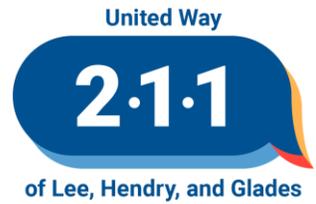




United Way of Lee,  
Hendry, and Glades



## **United Way of Lee, Hendry, Glades**

**Position Title:** United Way 211 Contracts and Compliance Manager

**Supervisor:** United Way 211 Director

**Classification:** Full time -Exempt. Days and hours of work are Monday through Friday, 8:00 a.m. - 5:00p.m. Some evening and weekend hours may be required as job duties demand.

**Salary Range:** \$42,000-\$46,000 DOE

**Location:** Fort Myers, Florida

**Application Deadline:** December 31, 2022 5:00 PM

**Submit Cover Letter and Resume:** [Gail@UnitedWayLee.org](mailto:Gail@UnitedWayLee.org)

## **ABOUT UNITED WAY OF LEE, HENDRY and GLADES**

United Way of Lee, Hendry, and Glades (UWLHG) is a volunteer driven organization dedicated to improving the quality of life for all people in our community. This is accomplished through fundraising, fund distribution (90+ partners), community building, volunteer advancement, and information and referral. UWLHG is an \$16 million nonprofit social services organization, with 70+ employees in four locations with the main campus being located at 7273 Concourse Drive, Fort Myers, FL. The majority of funding is from private donations although UWLHG also receives local, state, and federal grants.

### **Job Summary**

The United Way 2-1-1 Contracts and Compliance Manager is primarily responsible for ensuring consistent management of all contracts and agreements related to the 2-1-1 Department, including maintenance of relevant records and documentation (i.e. reports, correspondence).

### **Minimum Requirements and Qualifications**

#### **Education & Experience**

- Four-year degree in a business, human services or other related field and 2-5 years' experience in contract administration/management or two-year degree with equivalent experience.
- Strong organizational skills with consistent attention to detail and accuracy.
- A strong ability to multitask, be flexible, and often complete tasks with a short deadline is a must.
- Ability to work independently as well as in a team-oriented environment.
- Proficiency in database systems and Microsoft Office Suite: Word, Excel, PowerPoint and Outlook.
- Ability to establish and maintain positive and diverse working relationships is a must.
- A knowledge of community resources and services in Southwest Florida is preferred.

### **Key Competencies**

- "Can Do" attitude that helps create a positive relationship with volunteers, agencies, and other partners.
- Commitment to United Way values and United Way beliefs about partnership and collaboration.

- Productivity driven with a focus on measureable results.
- Enthusiastic, hardworking and excellent people skills.

### **Major Responsibilities**

#### **Contracts/Agreements Management:**

- Review contract documents to understand the responsibilities and obligations of the contracting parties and to perform contract administration.
- Oversee department contract management activities and enforce organizational principles of integrity and compliance.
- Communicate and manage workflow of all contract stages.
- Oversee contracts from start to completion, ensuring that work is completed on time and within budget.
- Handle contractual and administrative matters on own initiative.
- Responsible for timely, full execution of contracts, sub-contracts and agreements.
- Proactively assist all stakeholders (internal and external) in understanding and managing the contracting process for the department.
- Work with internal and external stakeholders to carefully obtain the requirements needed for each contract.
- Serve as liaison of Help Me Grow steering committee and review, track and respond to documents related to the committee.
- Actively participate in contract management meetings to monitor contract cost and deliverables.
- Responsible for intake and close-out functions for all contract-related documents, including liaising with subcontractor staff and other employees as necessary to support the creation of a complete and accurate contract closeout package.
- Ensure that contracts are properly entered into organizational databases and securely maintained.
- Maintain deadlines on deliverables and communicate on an ongoing basis with internal and external stakeholders about contractual issues.
- Monitor contract performance and compliance and recommend improvements to oversight of contract process and ensure contract accuracy.
- Track contract deliverables and ensure that all funds are properly utilized and expended.

#### **Accreditation Coordination:**

- Responsible for the implementation and coordination of the reaccreditation process in accordance with established AIRS standards, policies, and procedures.
- Supports all aspects of the accreditation process and work collaboratively within the department to ensure quality and integrity of the process.

#### **Additional Functions:**

- Coordinate required reports and prepare correspondence.
- Update and maintain departmental policy and procedures as appropriate.
- Prepare documentation, reports, charts and graphs in relation to work assignments.
- Maintain confidentiality of sensitive agency and client information.
- Performs other duties as assigned.
- Complies with all agency standards, policies, and procedures and makes a positive contribution to the workplace.

### **Physical Requirements & Working Conditions**

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit for long periods of time, talk, and/or hear. The employee is frequently required to use finger and hand motion and occasionally to stand, walk, and reach with hands and arms. The employee must frequently lift and/ or move up to 30 pounds and occasionally lift and/or move up to 40 pounds. There may be additional physical requirements associated with department meetings/events. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Requires talking, hearing, and visual acuity sufficient to perform these major functions. Occasionally, the work of this position is spent at offsite meetings, or event locations within Lee, Hendry, or Glades County.

**Licenses-** Valid Florida Driver's License. (Only if necessary for the position)

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job operates in a professional office environment, including occasional off-site venues, and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

This is a full-time position. Days and hours of work are Monday through Friday, 8:00a.m. to 5:00 p.m. Some evening and weekend hours may be required as job duties demand.

**United Way is an equal employment opportunity employer and does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability age, genetic information or any other characteristic protected by law. This nondiscrimination policy extends to all terms, conditions, participation in all company-sponsored activities, and all employment actions. United Way will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship.**

**Terms of employment are subject to satisfactory negative drug testing as part of our drug-free workplace program. Level II background screening will be conducted because of the nature of the position. Applicants may be asked to take an online skills assessment.**

**Additional Information:**

UWLHG is an exceptional workplace that can provide you with:

- Opportunity to work with smart, passionate and enthusiastic team members and volunteers
- Working with diverse staff and other constituents
- Culture of high-performance expectations and accountability
- Exciting and challenging work
- Opportunity to help solve the community's toughest problems
- Competitive pay that is commensurate with demonstrated successful performance and experience
- Paid Health and Dental Insurance for employee, 401k, and Monthly Accrued PTO.