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**SENIOR CONTRACTS MANAGER****SUMMARY:**

The Senior Contracts Manager will have direct leadership responsibility for NHA's Contract department. They will be responsible for providing strategic leadership and hands-on full lifecycle contract management on multiple programs. The Senior Contracts Manager will be responsible for all contract matters including providing strategy to the Executive team, drafting and executing agreements and subcontracts, negotiations, resolving issues, and managing contracts related to Government, Mentor-Protégé Joint Venture and Commercial programs for a rapidly growing SBA 8(a) certified company.

The Senior Contracts Manager will work closely with NHA's Executive, Business Development and Operational teams, Compliance Officer and other functional departments. The work will encompass a wide variety of applications including substantial new business support, ongoing programs, proposal support and contracts and subcontracts work. Work will include detailed preparation, review and negotiation of contracts, subcontracts, teaming agreements, NDAs and associated documents. Responsibilities include providing extensive knowledge of government contracting and FAR regulations.

**RESPONSIBILITIES AND DUTIES:**

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- ❖ Lead all contract management activities. Prepare, review, evaluate and execute various contract documents including base contracts, and modifications ensuring compliance with FAR and contract requirements. Request, review and approve related purchase orders. Communicate with contracting officers and internal team members on contract changes, modifications, etc.
- ❖ Assess risks associated with the terms, conditions and other provisions of solicitations, business agreements and contracts, and recommend methods of mitigating those risks. Identify unusual contract terms and conditions and facilitate acceptance or modification.
- ❖ Review solicitations and prepare responses and other input to proposals, bids, and contract modifications. Analyze significant, and/or unique contract requirements, special provisions, terms and conditions to ensure compliance with appropriate law, regulations, and corporate policies.
- ❖ Serve as NHA's point of contact for contract related matters and ensure timely review and approval or reconciliation of variations.
- ❖ Lead all contract management activities related to NHA's Joint Venture where NHA serves as the Managing Venturer.
- ❖ Advise management of any and all contract changes, modifications and correspondence.
- ❖ Draft and negotiate Teaming Agreements, NDAs, Contracts, Subcontracts, Close out documentation and various other Agreements using legal templates for a variety of contract types (Time & Material, Firm Fixed Price and Cost Plus Award/Fixed Fee). Ensure appropriate Flow Down clauses are included as needed.
- ❖ Ensure the company is compliant and meets contracts terms and conditions of our contracts.
- ❖ Assist with Business Development and B&P efforts, including but not limited to, reviewing RFPs and responding to data calls.

- ❖ Create and maintain contract specific documentation including, but not limited to, modification history, contract briefs and transaction timelines.
- ❖ Oversee and manage GSA MAS schedule including, but not limited to, keeping abreast of all modifications, FAR requirements, managing MAS internal and external modifications, supporting GSA Assessments and Audits, review/approval of Industrial Funding Fee (IFF) submission, etc.
- ❖ Oversee and manage CIO-SP3 8(a) contract including, but not limited to, keeping abreast of all modifications and FAR requirements, managing internal and external modifications, submitting required award/quarterly/annual deliverables, etc.
- ❖ Document Policies, Procedures and Processes to ensure ongoing compliance.
- ❖ Prepare and execute contract and subcontract closeout procedures especially for flexibly priced contracts and subcontracts.
- ❖ Manage and mentor Contract Administrator.
- ❖ Maintain accurate records on SharePoint.
- ❖ Other tasks as assigned.

**QUALIFICATIONS:**

- ❖ **Legal training and/or experience is highly desirable.**
- ❖ BS Degree in business administration, contracts administration or a relevant degree.
- ❖ 10 (+) years of progressive relevant experience in contract and subcontract drafting, negotiation, administration, management and analysis.
- ❖ Must possess experience in working with major contract types (FFP, T&M, Cost Plus), contract vehicles (BPAs, IDIQs, etc.), small business contracts, simplified and large acquisitions and similar contracting concepts.
- ❖ Proficiency in contracts fundamentals, including significant knowledge of the Federal Acquisition Regulations (FAR) and the Defense Federal Acquisition Regulation Supplement (DFARS) and other procurement related regulations.
- ❖ Solid experience negotiating and managing government contracts.
- ❖ Strong business acumen with the ability to clearly recognize risk elements in business transactions with respect to, for example, cost management, earned value, funding management, reporting, etc.
- ❖ A deep and successful background working with prime contractors and subcontractors including developing and negotiating contracts.
- ❖ Effective communicators with good interpersonal and presentation skills.
- ❖ Experience ensuring contract compliance.
- ❖ Experience supporting remote staff.
- ❖ Experience supporting proposal work.
- ❖ Ability to work with minimal guidance and supervision.
- ❖ Ability to manage priorities and workflow.
- ❖ Highly organized with strong attention to detail.
- ❖ Commitment to excellence and high standards.
- ❖ Experience with Joint Ventures is highly desirable.
- ❖ Experience with Earned Value Management Systems (EVMS) in compliance with guidelines in ANSI/EI-748 is highly desirable.
- ❖ Strong knowledge of and experience working with DCAA and DCMA is a plus.
- ❖ NCMA certification: Certified Federal Contracts Manager (CFCM) and/or Certified Professional Contracts Manager (CPCM).

**NHA is an equal opportunity/equal access employer fully committed to achieving a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status, or any other protected class.**