



Procurement and Contract Specialist

Salary: \$90,000 - \$100,000, annual salary, Exempt

Job Type: Term Limited

This position is supported through the WA State 1115 Medicaid Waiver with funding through December 2023. Potential to continue the position depending on funding availability.

Location: 1000 Second Ave., Suite 1730
Seattle, WA 98104

Closing Date: **April 1, 2022 at 11:59PM PST**

Schedule and Worksite: This position works full-time Monday – Friday during standard business hours. HealthierHere is currently performing all work remotely during the pandemic. Some of the work may continue remotely on an ongoing basis, depending on business needs. There will be situations where the employee is required to report to the HealthierHere downtown Seattle office and/or an off-site HealthierHere work location. Employees will be provided with a HealthierHere-issued laptop and must maintain a workspace with an internet connection where they can reliably perform work and remain available and responsive during scheduled work hours. Employees must reside in the Washington state Puget Sound region, and within a reasonable distance of the HealthierHere office in King County to respond to workplace reporting requirements.

Summary

As a member of HealthierHere’s Finance and Data Strategy team, the role of the Procurement and Contract Manager is to support and manage HealthierHere’s procurement and contract functions to ensure excellence in financial accountability. This position reports to the Chief Financial Officer and is responsible for managing the procurement activities to ensure compliance with grantors’ requirements and internal processes are followed to limit procurement/financial risks. This position is also responsible for the contract administration to include the preparation of contracts with varying degree of complexity to obtain services or goods, technical contract support activities such as contract cost/price analysis, and contract compliance administration. The Procurement and Contract Manger will ensure contracts are generated in a timely manner, support the procurement requirements where appropriate, coordinate across teams within HealthierHere, monitor contract deliverables and ensure compliance.

HealthierHere’s goal is to build a highly skilled, diverse, and motivated team of employees who prioritize social justice and racial equity, are committed to creating forward progress in transforming the health of the population in King County, working together to meet our community’s needs.

Major Responsibilities

Manage Procurement Activities

- Support the procurement activities for HealthierHere, including:
 - Identify the need for procurement and manage the production of the publication/announcement of the request for competitive bids and proposals
 - Ensure procurement is in compliance with grant/contract requirements and general business practices
 - Prepare and manage the procurement timeline
 - Manage the scoring process including analyzing and evaluating the scores to inform decision making
 - Ensure clear communications and accountability within and between teams
 - Ensure clear communication with applicants
 - Finalize the procurement and manage the awards process
 - Ensure proper documentation and maintenance of procurement records
 - Ensure HealthierHere's procurement policy and procedures are up to date, properly documented and supports internal control requirements

Manage Contract Activities

- Support the contract activities for HealthierHere, including:
 - Advise on contract best practices and compliance
 - Create, maintain, and update contracts including contract files, documentation, etc.
 - Generate and issue contracts to support programmatic needs
 - Monitor contract deliverables from a reporting and financial standpoint and coordinate with programmatic staff
 - Ensure contracts are in compliance with grants for financial reporting and requirements
 - Coordinate termination of agreements as needed
 - Ensure HealthierHere contract policy and procedures are up to date, properly documented and supports internal control requirements

Perform other duties as required

Experience, Qualifications, Knowledge, Skills

- Deep and demonstrated personal commitment to advancing equity and social justice, and strong alignment with HealthierHere's organizational values
- Demonstrated ability to engage individuals respectfully and effectively from different cultures and backgrounds
- Education degree can substitute up to two years of experience
- Bachelor's degree with a minimum three years of experience in procurement and contracting in health, behavioral health, government and/or non-profit social services or related field
- Demonstrated knowledge and experience with developing, managing and executing best practice procurement activities
- Demonstrated knowledge and experience with developing, managing and executing best practice contract activities
- Experience working with grants from various funders, including Federal grants
- Demonstrated strong written and communication skills, with specific skill for translating advanced analytic/technical concepts into a format and language that is understandable and actionable to a broad audience of stakeholders
- Strong verbal and interpersonal communications skills; adept at building and fostering positive working relationships with colleagues and partners
- Ability to operate effectively and collaboratively in a fast-paced, changing environment
- Skilled project management, specifically the ability to carry out complex work in collaboration with colleagues and partners, leading projects to completion with limited supervision
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint), with specific experience working with Excel

How to Apply

To apply, please send your cover letter and resume to: careers@healthierhere.org with “Procurement and Contract Specialist” in the subject line.

Application period closes on **Friday, April 1, 2022, at 11:59 pm Pacific time.**

As an equal opportunity employer, HealthierHere is committed to a diverse, multi-cultural work environment. Healthier Here does not discriminate in employment based on age, race, creed, gender, religion, marital status, veteran’s status, national origin, disability, or sexual orientation. People of color, women, veterans, people with disabilities, and people of diverse sexual orientations are encouraged to apply.

About HealthierHere

HealthierHere is a non-profit regional collaborative committed to reducing health disparities, advancing equity, and improving the well-being of all people in King County through innovative, cross-sector collaborations. We partner with community members and leaders from diverse sectors (health providers, social service agencies, community organizations, and consumers) to catalyze, test and invest in new and better ways to address health and social need so that all people can get the care they need, how they need it, when they need it.

HealthierHere is one of nine Accountable Communities of Health (ACH) in Washington State working to transform the healthcare delivery system, improve population health, prevent disease and address the social determinants of health. We strive for the “quadruple aim”—providing better care, lower costs, and a better experience for patients and providers.

As an organization, HealthierHere operates under a set of core values that include equity, community, partnership, innovation, and results. These values guide our work with each other and with our community partners. HealthierHere leads with equity. We work to intentionally eliminate disparities and address the current power dynamic and structural racism in our health care system that perpetuates inequities. We believe that every community member in King County should receive the type of care that they deserve - with respect and without stigma - to address their unique and individual needs.

As our name suggests, we are committed to health equity and believe that here, in King County, *everyone’s* health matters.

More information about HealthierHere can be found at: <https://www.healthierhere.org>.