

**NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD**  
**POSTING CLOSING DATE: 4/2/22**

**Job Title:** Contracts Manager  
**Supervisor:** Operations Director  
**Salary:** \$70-90K DOE

**Status:** Exempt Employee  
**Classification:** Full-Time Regular w/benefits  
**Location:** Portland, Oregon

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**Background:**

The Northwest Portland Area Indian Health Board (NPAIHB) is a 501(c)3 designated organization, and Tribal organization, P.L. 93-638, under the Indian Self-Determination and Education Assistance Act (ISDEAA) serving the 43 Tribes in the states of Idaho, Oregon and Washington. With a staff of close to 100, we are incorporated as a charitable organization in the State of Oregon. NPAIHB's mission is to "eliminate health disparities and improve the quality of life of American Indians and Alaska Natives by supporting Northwest Tribes in their delivery of culturally appropriate, high quality health programs and services." NPAIHB's vision is "Health and Wellness for the 7th Generation."

**Job Summary:**

The successful Contracts Manager will provide support to NPAIHB staff during the entire project lifecycle operating as a strategic project resource for contract development and management. The Contracts Manager will assist with developing, negotiating, reviewing and tracking all contracts and will ensure compliance with relevant federal, state, tribal and/or contracts law and NPAIHB procurement and fiscal policies. NPAIHB contracts with tribes, tribal organizations, American Indian/Alaska Native vendors and other contractors with skills or experience that support NPAIHB projects. NPAIHB works to continually improve contracting practices and the Contracts Manager will develop a culture of best practices.

The ideal candidate for the Contracts Manager position will bring enthusiasm and a desire to provide excellent contract preparation, negotiations, compliance, system management and programmatic delivery for NPAIHB projects and staff. This position reports to the Operations Director.

**Essential Functions**

1. Contract Development, Review and Negotiations:
  - Meet with NPAIHB staff to determine contract need (professional services, personal services agreement, subaward) and determine appropriate contract template form;
  - Review contractor fee matrix to determine rate and/or review prior contracts for similar scope of work;
  - Develop scope of work following relevant IRS and/or OMB requirements as to contractors and/or subcontractors in relevant contract template.
  - Complete contract template following NPAIHB procurement and fiscal policies;
  - Review draft contract from vendor/contractor, including tribes, organizations and individuals for contracts, subcontractors, and sub-awards;
  - Review final contract against agreed and approved services, costs, and terms;
  - Perform a contract handover to the DD/ED ensuring their understanding of key contractual aspects.
2. Contract Execution:

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- Ensure that contractual obligations are performed, properly documented and closely followed up;
  - Support NPAIHB staff on understanding risk and opportunity identification and management;
  - Identify, prepare, submit, and negotiate amendments with both contractors and subcontractors in a timely and effective manner in order to drive timelines and performance of NPAIHB projects;
  - Draft contractual correspondence as required;
  - Participate in project reviews, audit preparation, and propose and support mitigation actions as required;
  - Support and lead the contract administration for approvals, filing and managing all contract related documents.
3. Training and Leadership:
- Provide technical support to staff on contract management related matters;
  - Drive cultural/organizational change to improve identifying, controlling and mitigating key contract risks;
  - Implement and manage changes in contract requirements particularly around federal demonstration partnerships (FDP);
  - Manage the education opportunities and upskilling of project directors to expand their capabilities;
  - Ensure compliance and consistency in process for NPAIHB roles and responsibilities;
  - Deploy, manage and train on contracting tools, templates, processes, systems, and guidelines.
4. Contract Management:
- Manage all aspects of contract management and storage within the organization;
  - Ensure procurement process and fiscal policies are followed for contracts, and ensure all contracts and supporting documentation is accessible to Finance Staff;
  - Maintain well organized electronic filing systems for all contract documents;
  - Partner with Operations Director to review all contracts funded by NPAIHB before submitted to the Deputy Director for review and the Executive Director for approval.
5. Other duties:
- FFATA reporting for passthroughs over \$30k.
  - Provide other contract support and technical assistance to NPAIHB staff as needed;
  - Prepare an electronic Monthly Activity Report (eMAR) and provide to supervisor at the end of each month; and
  - Communicate with supervisor about shifting company processes, priorities and projects as they relate to grants and contracts.

**Additional Functions:**

- Performs other duties and assignments as directed by supervisor.
- Participate in required NPAIHB activities on a regular basis.

**Standards of Conduct:**

- Maintain the highest level of confidentiality with all NPAIHB information and documentation;

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- Consistently exhibit professional behavior and the high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position;
- Consistently display professional work attire during normal business hours;
- Effectively plan, organize workload, and schedule time to meet workload demands;
- Maintain a clean and well-organized office environment;
- Expected to exercise judgment and initiative in performance of duties and responsibilities;
- Work in a cooperative manner with all levels of management and with all NPAIHB staff;
- Treat NPAIHB delegates/alternates and Tribal people with dignity and respect and show consideration by communicating effectively;
- Participate willingly in NPAIHB activities;
- Abide by NPAIHB policies, procedures, and structure;
- Research and, with the approval of supervisor, attend trainings as needed to improve skills that enhance overall capabilities related to job performance.

**Education, knowledge, skills and abilities required:**

- Bachelor degree desired, preferably in the area of business, office or health administration;
- Four (4) years of contract development, review, negotiations, and contracts management experience desired;
- Extensive knowledge of contracts law, contracting and a demonstrated ability and/or a proven record of success in managing contract lifecycles, content, records, and business processes;
- Extensive knowledge on relevant Internal Revenue Service independent contractor provisions and Office of Management and Budget rules as to subcontractors;
- Excellent technical editing and writing skills;
- Excellent verbal communication skills;
- Experience working with tribal communities or a tribal (or other Indian) organization preferred;
- Highly organized and motivated to carry out responsibilities with a minimal supervision;
- Advanced user of SharePoint/Teams, SmartSheet, Adobe, Quali, SmartDraw, and Google Docs required;
- A friendly, courteous manner to effectively work with tribal representatives, NPAIHB staff; and the general public.

**Physical Demands:**

Frequently involves sedentary work: exerting up to 10 pounds of force and/or a negligible amount of force to lift, carry, push, pull or otherwise move objects, including the human body.

**Physical Requirements:**

Constantly requires the ability to receive detailed information through oral communications, and to make fine discrimination in sound. Constantly requires repetitive movement of the wrists, hands

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and/or fingers. Often requires walking or moving about to accomplish tasks. Occasionally requires standing and/or sitting for sustained periods of time. Occasionally requires ascending or descending stairs or ramps using feet and legs and/or hand and arms. Occasionally requires stooping which entails the use of the lower extremities and back muscles. Infrequently requires crouching.

**Typical Environmental Conditions:**

The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

**Travel Requirements:**

Local travel is infrequently required. Overnight travel outside of the area is infrequently required. Current COVID-19 travel restrictions apply.

**Disclaimer:**

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and or skills required of all personnel so classified.

Except as provided by Title 25, U.S.C. § 450e(b), which allows for Indian preference in hiring, the NPAIHB does not discriminate on the basis of race, color, creed, age, sex, national origin, disability, marital status, sexual orientation, religion, politics, membership or non-membership in an employee organization, marital status, citizenship or immigration status, veteran or military status, genetic information, ancestry or any other characteristic protected by law.

Applications can be found online at [www.npaihb.org](http://www.npaihb.org)

SEND RESUME AND APPLICATION TO: [HR@npaihb.org](mailto:HR@npaihb.org)