Application Deadline: Open Until Filled

**Job Title:** Contracts & Procurement Specialist

**Location:** Pacific Time Zone preferred but not required

**Position Type:** Full-time

**Expected Start Date:** Summer 2024

**Who we are:** The Freshwater Trust (TFT) is a non-profit leader in watershed analysis, restoration/conservation program design, and implementation. Our team members are building tools and creating and testing new solutions that help to create resiliency in our rivers. With a mission of preserving and restoring freshwater ecosystems, our approach is driven by science, data and results (see our [Core Values](#)). The Freshwater Trust is a systems change-focused nonprofit that builds and deploys technical, financial, and policy tools to enable large-scale solutions that bolster watershed resiliency.

With headquarters in Portland, OR, TFT employs ~50 team members. We currently have three physical offices in Portland, OR; Ashland, OR; and Sacramento, CA. Our team members range in background and skillset; teams include philanthropy and fundraising, communications, science and analytics, restoration, legal, finance, and administrative and systems support.

**Overview:** This position will report to the Senior Finance Director and will collaborate closely with our internal legal team as well as other staff involved in contracting and project management. This role is suited to an individual who has significant experience negotiating and managing government grants and contracts, including navigating procurement regulations, contract review, and ensuring supporting documentation meets program requirements.

The organization frequently utilizes public grants and contracts to fund analytics, conservation practice implementation, and program management functions in river basins across the Western United States. We use innovative approaches that help us coordinate multiple partners, multiple funding sources, and multiple projects into watershed-scale solutions. This position will be instrumental in managing these funding arrangements and making them functional, durable and scalable. This video was produced to outline the concept of a Watershed Outcomes Bank [Link](#).

The Contracts & Procurement Specialist will work both independently and collaboratively across departments and programs. Providing technical support within procurement, contract, or grant operations, this position will gather and audit information in support of contracts and agreements. This role can be remote within the Pacific or Mountain Time Zones, with occasional travel possible.

**What will you be doing?**

- Design, build, improve, and manage procurement systems and operational procedures for the organization’s major conservation programs (e.g., working with TFT and major wastewater utility clients to design a contract and procurement process for implementing multi-million dollar conservation programs).
- Build and manage a verification and control process to ensure match fund requirements are met for projects that are funded by multiple grants and contracts; confirm that all funder requirements are met for each grant and project “transaction” created.
• Oversee funder awards, and related subawards and subcontracts, including supporting with preparation, review, maintenance, and tracking of contracts over time.
• Oversee the vendor bid process, including screening vendor proposals/quotes for basic eligibility requirements and confirming compliance with program and organization solicitation requirements.
• Ensure proper data collection, expense eligibility, and reporting for government contracts (e.g., preparation of state and federal grant reports and supporting the finance team to ensure TFT remains a low-risk federal auditee).
• Verify proper project documentation is secured by the project management team to support funding reimbursement requests, project verifications, and financial audits.
• Work with internal finance, legal and project management teams to ensure that new awards are set up and properly executed.
• Track and stay current on evolving contract administration policies and procedures related to key federal and state agency funding programs.
• Other duties as assigned.

What is your background and skillset? (Don’t count yourself out if you don’t check all the boxes!)

Qualities:
• Highly organized, self-motivated, and able to quickly learn, use, and improve internal tracking and coordination tools and processes.
• Creative problem solver with an interest in creating and pursuing more innovative procurement approaches with government partners.
• Strong time-management skills with ability to be flexible and responsive and to prioritize within deadlines.
• Comfortable working with internal and external partners across several disciplines.
• Acts proactively while managing multiple tasks and competing priorities within a high-energy, fast-paced environment.

Skills:
• Proven knowledge and experience with a range of public funding types including grants, awards, cooperative agreements, and other less common procurement arrangements (e.g., multi-award vehicles, fixed amount awards, and Indefinite Delivery, Indefinite Quantity contracts (IDIQs)).
• Analytical and problem-solving skills with a focus on mitigating risks associated with government contracts.
• Proven ability to navigate complex government regulations and ensure compliance requirements.
• In-depth understanding of the government award rules, including 2 CFR 200, competitive and noncompetitive procurement approaches, contract negotiation, and reporting obligations.
• In-depth understanding of federal “crosscutter” requirements and how to navigate and document compliance (e.g., NEPA, Davis Bacon, Buy America, etc.).

Qualifications:
• 5 + years relevant experience in business or public administration, legal administration, finance, or similar, and deep knowledge of public procurement and contract management best practices.
• Degree in business or public administration, law, finance or related field preferred.
Seeking Perseverant, Creative and Energetic Candidates Who:

- Have a passion for the mission and values of The Freshwater Trust.
- Exhibit professionalism, confidence, intellectual curiosity, and resilience.
- Hold legal authority to work permanently in the US.

Compensation:

- Competitive salary based on experience.
- The Freshwater Trust believes in investing in our employees, their health, and future through our benefits offerings. Our total rewards package includes full health and dental coverage, automatic retirement employer contributions, and internet and cell phone reimbursement. Because we are all in, we value getting out, and support our staff with 5 weeks of paid time off plus over 10 paid holidays per year. We also offer perks such as staff retreats, sabbatical for full-time staff after seven years, and professional development opportunities.

Application Instructions:

- Supply a Cover Letter, Resume, and a list of 3 references into a single PDF not to exceed 5MB
- Submit required information and documentation [here](#).

Interested candidates from historically underrepresented communities are strongly encouraged to apply. The Freshwater Trust is an equal opportunity employer and does not discriminate in its selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations. ADA accommodations will be provided upon request.