

Contract & Quality/Data Manager Position Description

The mission of Garrett County Community Action Committee, Inc. (C.A.C) improve the quality of life for Garrett County residents. It does this by

- Empowering people in need to become economic self-sufficiency through coordinated, essential services
- Improving the capacity of and partnering with community institutions and leaders
- Providing development expertise and support for economic development

All staff in the agency regardless of specific position are expected and encouraged to work to achieve this mission by being a good ambassador, speaking about services and objectives, and making suggestions for improvements.

Roles and Responsibilities

Contract and Quality Managers are responsible for funder and internal agency reports used to evaluate quality services, and performance. They manage contracts and all the associated reports required for these contracts. Examples include all funding agreements: government grants and contracts; and foundation and corporate contracts.

Specific Responsibilities

- Develop relationships with primary funders
- Track reports and grants due and deadlines
- Assist in grant writing by providing ideas based on data in reports and providing requested information
- Responsible for drafting reports for assigned funding sources
- Reviews client data to assure quality services and progress
- Monitoring budgets
- Develop requirements for reports from client tracking system and assist in the development of these reports where appropriate
- Coordinate funder monitoring visits
- Authority over all data and report management in their area
- Assist in staff training about data entry
- When director is not present, acts as department director

Must be comfortable with computers and able to use excel and word. Be able and willing to learn a variety of reporting software.

Supervision

General supervision by Directors

Does not directly supervise any staff

Specific Content Knowledge/Certifications/Education or Experience Requirements

- Bachelors degree or at least 5 years of experience working with data and contract management
- Demonstrated ability to develop and monitor reports using a variety of data sources
- Computer savvy, proficient in excel and experienced with databases
- Generally understand how data systems work
- Attention to details
- Interest and attention to data and information and what it means
- Ability to manage multiple deadlines
- Able to build good relationships with funder staff
- Able to work collaboratively with other staff in order to ensure data input is done well
- Able to foresee difficulties and/or diversity of opinions in reporting requirements and convey these to directors
- Excellent written communication skills