



Early Learning Coalition of Broward County, Inc.

Job Description

Position: Purchasing and Contract Administration Manager

Reports to: Chief Administrative Officer

FLSA Status: Exempt

Position Status: Full-time

Grade: 43

JOB SUMMARY: The Purchasing and Contract Administration Manager is responsible for overseeing all purchasing and contract administration processes to ensure alignment with the organization's mission, legal compliance, and fiscal responsibility. The position works closely with Coalition funders, vendors, regulators, legal counsel, subject matter experts, financial staff and other stakeholders to balance compliance, collaboration and transparency through each purchase life cycle. The Purchasing and Contract Administration Manager serves as a resource and guide for ELC staff in acquiring necessary goods or services. The Purchasing and Contract Administration Manager role is a position of discretion and trust, requiring significant technical knowledge of contracting rules and process.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (This description reflects the major duties and responsibilities of the job; the employee is expected to perform these, and other job-related duties as may be required. Additions, deletions, or changes may be made to this description at any time without prior notice).

Purchasing:

- Develops and manages organization-wide purchasing policies, procedures, and tools.
- Works collaboratively with subject matter experts to help them develop clear written requirements, specifications, budgets, or scope of services for goods or services that are reasonable and necessary for delivering or safeguarding Coalition services.
- Works closely with program, finance, and operations teams to forecast purchasing needs and ensure timely acquisition of goods/services.
- Reviews and oversees purchase requisition processing, ensuring compliance, appropriate approvals and budget alignment.

- Oversees vendor selection through public procurement or cost analysis (as appropriate) in compliance with regulatory or funder requirements.
- Negotiates favorable pricing and terms with suppliers.
- Monitors vendor performance, invoicing and compliance. Maintain vendor files including a system for tracking expenditures, compliance requirements, deliverable due dates and renewal procedures.

Contracts Administration – Revenue:

- Works collaboratively with subject matter experts to assemble documentation and compliance information that support funding requests or proposals.
- Establishes and maintains revenue contract files including a system for tracking compliance requirements, deliverable due dates and renewal procedures.
- Works collaboratively with the fiscal team, IT and subject matter experts to ensure that deliverables and reports are complete and submitted on time.

Contracts Administration - Expense:

- Drafts, reviews, and manages a variety of contracts (e.g., vendor, consultant, service, and license/lease agreements).
- Ensures contracts are compliant with legal, funder, and organizational requirements.
- Maintains a centralized contract management system with key dates, renewals, and obligations tracked.
- Ensure that all required deliverables and reports are submitted.
- Train staff on contract procedures and provide support during negotiations.

Compliance and Risk Management:

- Ensure purchasing and contracting activities comply with internal policies, regulations, funder requirements, and applicable laws.
- Supports audit and compliance reviews with accurate documentation and records.
- Monitors purchasing and contracting internal controls and recommend improvements to mitigate risk.
- Ensure staff are cross-trained on purchasing and contract policies and procedures to ensure coverage and business continuity.

Collaboration & Reporting:

- Serves as the main point of contact for purchasing and contracting questions organization-wide.
- Drafts Board action items and contractual provisions based on strategy discussions, senior management input, and organizational needs and expectations.
- Shepherd agreements through legal review, Board approval and execution providing recommendations and insight along the way to mitigate risk and maximize efficiency.

- Proactively works to support ELC's mission and commitment to Broward Families and children.
- Other duties as assigned.

COMPETENCIES:

- Personal Effectiveness/Credibility
- Strong organizational skills and project management
- Problem Solving/Analysis
- Attention to detail and accuracy
- Communication Proficiency
- Ethical Conduct
- Business Acumen
- Organizational Skills
- Technical Capacity
- Good judgement
- Ability to build strong relationships among stakeholders
- Team Player

SUPERVISORY RESPONSIBILITIES:

- Supervises 1 – 2 staff

WORK ENVIRONMENT:

- This position operates in a professional office environment and remotely.
- This role uses commonly used applications that include computer skills with knowledge of Microsoft Word, Excel, PowerPoint Presentations, E-mail, and other data and software systems.

PHYSICAL DEMANDS:

- While performing the duties of this position, the employee is regularly required to talk and hear. The employee frequently is required to use hands and fingers to operate and handle keyboards and other office equipment.
- Ability to operate a motor vehicle.
- Able to sit for extended periods of time.
- Regularly required to walk and reach with hands and arms.

POSITION TYPE AND EXPECTED HOURS OF WORK:

- This is a full-time exempt position that requires the employee to adhere to ELC's Telework Agreement.
- The work hours are typically Monday through Friday, 8:30 am- 5:00 pm.
 - This position may work nights, weekends, and holidays.
 - This position may regularly work longer hours.

REQUIRED EDUCATION AND EXPERIENCE:

- BA in Business Management, Non-Profit Administration, Relevant Service Industry, or related field (MA preferred) and 3 - 5 years relevant experience and a history of increasing responsibility.
- Significant experience creating, analyzing, and managing contract budgets.
- Strong knowledge of State and Federal contract and purchasing best practices and standards in a non-profit or governmental setting.
- Experience creating contracting workflows and implementing administrative management procedures with strong internal controls.
- Proficient in data analysis, able to create and use excel spreadsheets, including pivot tables.

Preferred Education and Experience

- Paralegal experience
- Knowledge of ELC program services.

ADDITIONAL REQUIREMENTS:

Background Checks

Employment in this position is contingent upon obtaining and maintaining satisfactory:

- Verification of Required Education and/or Credentials
- Level I Background Check
- Drug Screen
- Valid Florida Driver License
- Valid Automobile Insurance – if applicable
- Access to Reliable Transportation – if applicable
- E-Verify
- High Speed Internet Access that can be maintained daily, with at least 50Mbps when working in a secure home location

REASONABLE ACCOMMODATION WILL BE MADE FOR OTHERWISE QUALIFIED INDIVIDUAL WITH A DISABILITY.

