



Contracts & Compliance Specialist – Worcester, MA

The purpose of the Contracts & Compliance Specialist is to oversee all Federal, State, Local and cooperative grants, contracts, outcomes & compliance activities throughout the organization for all entities to ensure positive outcomes /deliverables are on a timely basis; act as lead on all start-ups & interim reporting; assist with research & strategic planning, and network integration primarily with the national RCAP and RHN Networks. This team member will ensure proper dashboard reporting to the Executive Team, Board of Directors, and Program Staff on a regular and consistent basis. Specialist will have an acumen to communicate at an analytical level but also be able to meet people where they are at to encourage a greater understanding of the complexities of compliance within RCAP Solutions.

Key Responsibilities:

- Oversee program, corporate preparation, and submission of all grants and/or contracts at start up; Distribute and maintain records of routing sheets for all grants, contracts, and agreements.
- Responsible to keep an updated control log with new contracts; remove expired contracts/ reports as well as prepare individual spreadsheets from master spreadsheet for each staff member who has reports due in the upcoming month.
- Communicating promptly to staff members of their monthly reporting responsibilities and holding them accountable for timely reporting duties.
- Ensure timely submission of all reporting requirements. Responsible for collecting all grants, reports and audits from various departments and maintain corporate system for routing and management of formal documentation.
- Lead delegation & compliance requirements for all subcontracts and sub-divisional program expectations and work with program to build accountability matrix with appropriate measurements.
- Manage System for Award Management, government website which needs to be updated periodically for RCAP Solutions, Financial Services and 9 properties. This ensures active subsidy moneys are sent.
- Provide regular updates on program audits, corporate compliance efforts, reports to funders & corrective action activities to Chief Housing and Compliance Officer.
- Identify and assist in defining where deficiencies are located and in cooperation with the compliance team create a structured "Care Plan" to remedy and meet contract expectations.
- Assist the budget manager and program managers respectively to finalize all outcomes against proposed efforts, budgets, cash management/billings and staffing/other resources.
- Work in conjunction with grant manager to assist in all set up meetings and create timely progress charts for expectations of all departments where needed.
- Ensure that RCAP as a whole is in compliance with all contract terms and deliverables and present regularly to Executive Team any areas of concerns in a pro-active vs. re-active mode. Provide information on trends, barriers and nuances within industry that may impact future grants and or tracking metrics.
- Participate in funder meetings when requested.



- Ongoing partnership with Fiscal & Program Departments respectively to ensure all contract terms and deliverables are met and secondary compliance issues are addressed.
- Coordination of vital data output for all networks, grants, contracts and compliance efforts in concert with others.
- Obtain Certificates of Good Standing for RCAP Solutions and financial services; File annual reports to the states that we work in. MA, ME, NJ, NH, VT, CT, RI, NY, PA, PR and USVI. Also, to include MA Annual Reports are filed for Financial Services of all properties.
- Manage matching funds requirements and in-kind contributions.

Education Requirements:

- Bachelor's Degree or equivalent experience required; 3 – 5 years legal, business or contract administration
- Master's Degree preferred; this is an interdisciplinary role that requires a combination of business acumen, financial, technology and inter-personal talents.

Experience and Competencies Requirements:

- Verbal and written communications possess the ability to compose and edit business documents; contract interpretation, write and articulate verbally in a clear, concise and effective manner; strong editorial capacity for spelling and grammar, and effectively communicate thoughts, and ideas in a written format.
- Development (or other) relevant research skills required; excellent computer, networking, and organizational skills; ability to manage multiple tasks; creative, results-oriented personality; team player; detail oriented.
- Comprehensive reporting/proposal development skills including work plans, schedules, and budgets; ability to manage multiple proposal development projects simultaneously, including constructing and monitoring detailed schedules.
- Experience in setting priorities and meeting deadlines while balancing the needs of providing support for multiple individuals, of directors, committees, task forces, and special projects.
- Represents the organization to the national development efforts and others as needed.
- Database record management/maintenance and interpretation of data as required.

Certifications or Licensures:

- Valid Drivers' License

Working Conditions

- Typical office setting

Location: Worcester, MA

Grade Level: 17

Compensation and Benefits: RCAP Solutions offers an excellent compensation and benefits package, including health, dental, 403b, vacation, 14 paid holidays, STD/LTD, etc.

To Apply: Send cover letter and resume to our Human Resources Department via email: HR@rcapsolutions.org

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