



**Title:** Western Region Agreements Manager  
**Date:** February 2020  
**Reports to:** Western Region Business Manager  
**Salary Group:** Grade C - \$19/hr - \$24/ hr  
**Status:** Full time, Non-Exempt  
**Location:** Any Western office locations are negotiable  
**Benefits:** Per Personnel Policies

**Summary:**

The Agreements Manager is responsible for the compliance of federal and non-federal agreements for Conservation Legacy's Western Region programs including Arizona Conservation Corps, Conservation Corps New Mexico, Southwest Conservation Corps and Stewards Individual Placement Program. The position will enter agreements and supporting documentation into the organizations database in a timely and accurate manner and will work closely with program staff to ensure program and finance reports are submitted.

**Essential Accountabilities and Functions:**

**Agreement Management:**

- Enter agreements into internal database system(s) in an accurate and timely manner.
- In coordination and as requested by program staff, create new projects and link them to the appropriate agreement.
- Monitor agreement end dates and funding levels and alert programs to any that are expiring or needing further attention.
- Manage documentation associated with agreement close outs.

**Agreement Invoicing:**

- Manage, track and complete invoicing for all project work in the Western Region.
- Track and invoice for special project expenses, provide correction as needed.

**Agreement Reporting:**

- Coordinate reporting as stipulated in agreements and ensuring timely submission. This includes compliance, demographics and other reporting as identified by the agreement.
- Align reporting templates and processes across Western Region programs.

**Other Management tasks:**

- Ensure timely distribution of project evaluations by Western Region program staff, and, ensure appropriate follow-up and response rates are achieved.
- As needed, audit agreements that are entered into internal database(s) to ensure all documents and required data are entered.
- Assist with other projects as identified by the Western Region Leadership Team
- Collaborate with other functional managers to create streamlined administrative processes



- Attend and participate in Western Region Leadership and Development Team meetings as content is applicable
- Develop and document processes for agreement management

**Physical requirements:**

To successfully perform essential functions the Western Region Agreements Manager is required to sit, stand, walk, speak and hear. They must be able to operate office equipment, telephone, and computer. Travel may be required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

**Minimum Qualifications:**

- Minimum two years of experience working with agreements for both federal and non-federal funding in a non-profit or similar organization or related educational background.
- Portrays their problem-solving skills through past experiences and current philosophies
- Proficient in all Microsoft Office Suite applications and ability to manage information in an organization database. Understanding of Civicore database software (or willingness to learn new platforms) are a plus. Willingness to work with multiple computer systems and online databases as they change in regards to overall program.
- Proves strong writing skills through past work experience, successes or as requested through selection process..
- Ability to pass Conservation Legacy's criminal history checks
- Valid driver's license and insurable driving record

**Preferred Qualifications:**

- Highly organized and detail oriented, an excellent communicator who is pro-active and results-oriented.
- Clearly exhibits an on-going, positive, entrepreneurial attitude

**To Apply:** Send Cover letter outlining your skills and interests in the position, highlighting how this position aligns with your career goals. Send your letter and resume to Stacey Alfandre, Western Region Business Manager, [stacey@conservationlegacy.org](mailto:stacey@conservationlegacy.org). This position will remain open until filled and is subject to close at any time.