



**Position Title:** Contact Specialist

**Position Type:** Full-time (40 hours per week), Exempt

**Reports to:** Finance and Operations Director

### **Organization Description**

Founded in 1988, the Lavender Youth Recreation & Information Center (LYRIC) provides supports and services to over 500 lesbian, gay, bisexual, transgender, queer, questioning (LGBTQQ) and allied youth (annually), 24 years old and under. LYRIC's mission is to build community and inspire positive social change through education enhancement, career trainings, health promotion, and leadership development with LGBTQQ youth, their families, and allies of all races, classes, genders, and abilities. The organization has a budget of approximately \$3 million as well as a youth-adult team of approximately 25 staff members, 5 fellows, and 73 paid youth interns. In alignment with LYRIC's Strategic Plan, the organization envisions: (1) schools that are transformed into safe, inclusive environments where LGBTQQ students can thrive and (2) a comprehensive network of community support to ensure successful progression into adulthood for Transitional Age LGBTQQ Youth. The organization works toward this vision by (1) uniting best practice with innovation to realize the organizational excellence needed to advance the field of LGBTQQ youth development and (2) growing community support that reflects a high level of partner investment in our mission, vision, and organizational sustainability. The organization is in an exciting period of growth and innovation, guided by our strategic initiatives and the following operating principles:

- **Learning:** We bring curiosity, creativity, and fun to our work.
- **Sustainable Impact:** We commit to the long-term transformation of lives and institutions.
- **Leadership:** We foster leadership to support a progressive movement that spans generations.
- **Allyship:** We believe that everyone has a role in creating safe and thriving communities.
- **Social Justice:** We build upon a proud history of community self-determination by challenging institutionalized invisibility & inequity.

### **Position Summary**

A new position, the Contracts Specialist role will be the primary staff person handling the administrative responsibilities for LYRIC's substantial portfolio of government contracts. More broadly, the Contracts Specialist will support LYRIC's Finance Manager in developing and maintaining efficient and effective financial operations and ensures that appropriate policies, procedures and internal controls are maintained to safeguard the organization and facilitate effective non-profit financial management. The Contracts Specialist's role requires outstanding organization, problem-solving, stability, consistency, flexibility, interpersonal skills, and professionalism.

### **Responsibilities**

#### **Contracts Management**

1. Support Finance Manager in contract processing for new and renewals of all government contracts, preparing scopes of work, budgets and required attachments with oversight from the Deputy Director

2. Attend all required contract-related meetings and trainings with the City of SF and other government agencies.
3. Maintain electronic storage of all certified contracts in QuickBooks Online.
4. Maintain the "Fiscal Year Schedule of Government and Other Contracts" for internal management and annual audit.
5. Prepare all quantitative (e.g. expenditures and deliverables) and qualitative (e.g. narrative) reporting for all government contracts and subcontracts, including preparation of QuickBooks Online exports into staff allocation and expenditure allocation schedules.
6. Maintain the "Fiscal Year Invoice Status" shared document, a key tool to support effective coordination and efficient communication for those responsible for contract administration and oversight.
7. Monitor compliance with contract requirements, ensuring that invoicing, program reporting, and other deadlines are met.
8. Develop materials for and coordinate monitoring site visits.

#### Financial Management

1. Participate in development of annual organizational budget - initial and mid-year modification.
2. Prepare annual contract specific budgets and budget modifications for submission to government funders.

#### Bookkeeping A/R:

1. Post all government invoices, tracking and following up on past due accounts receivable.
2. Post all private institutional grant commitments and individual contributions.
3. Prepare bank deposits along with Communications and Development Manager.

#### Monthly closing:

1. Support Finance Manager to reconcile balance sheet accounts as part of monthly closing and annual audit preparation activities.

#### General Support

1. Attends staff meetings as well as other organizational retreats and gatherings.
2. Engages with LYRIC youth, staff, and board in organization-wide grassroots fundraising campaigns.
3. Other duties as assigned.

#### **Qualifications**

1. Bachelor's degree in Accounting, Finance, Business Administration, Nonprofit Management or related field.
2. Three or more years of experience in nonprofit accounting/finance.
3. Two or more years of processing accounts receivable and experience with computerized accounting systems (Experience with QuickBooks Online and invoicing government agencies strongly preferred).
4. Knowledge of Generally Accepted Accounting Principles (GAAP).
5. Experience with MS Office (Word, Excel, PowerPoint), Google Apps, and databases (Apricot) and able to work at a computer for extended periods of time.
6. Excellent written/verbal communication and math skills.
7. Highly consistent and self-motivated; able to take initiative, manage, and complete multiple tasks within deadlines and within budget.
8. Action-oriented with excellent problem-solving skills.
9. Excellent attention to detail, highly organized, and able to work in a fast-paced environment where tasks may be interrupted frequently.
10. Exposure to and commitment to learning more about positive youth development framework, youth-adult partnership frameworks and knowledge of LGBTQ youth issues.
11. Ability to seek out, encourage, and exchange appreciative as well as developmental feedback with colleagues and supervisor.
12. Ability to identify and communicate needs for support.
13. Familiarity with fund development, grant writing, and government proposal processes.
14. Competent in working in a multiracial, multicultural, multi-gendered, and intergenerational environment.
15. Commitment to ongoing self-improvement and professional development.

### **Compensation**

**\$56,296 to \$74,530[DOE]**

Other benefits include:

- \$800 annual health & wellness cash supplement;
- Full coverage of medical, dental, vision, and acupuncture/chiropractic insurance for employees;
- Annual, merit-based raises up to 5%;
- 403b retirement plan, including 4% employer matching;
- Generous holiday, vacation, sick, and personal leave; and
- Flexible schedule to support work/life balance.

### **Equal Opportunity Employer**

*LYRIC is an equal opportunity employer. Applications are strongly encouraged from women, people of color, immigrants, young people, lesbian, gay, bisexual, queer, transgender and genderqueer people, people living with HIV/AIDS, people with disabilities, and bilingual and bicultural people. Pursuant to*

*the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.*

### **To Apply**

To apply, please send an email to [careers@lyric.org](mailto:careers@lyric.org). Put “Finance and Operations Director” and your name in the subject line (e.g., Finance and Operations Director – Your Name), and include as attachments (in pdf format only):

1. Cover letter with full contact information
2. Résumé

You will be notified when your application is received. We will contact you if we wish to talk with you about the position. Due to the high volume of applications we expect to receive, we ask that you **please do not contact us** about the position, unless we have contacted you and invited you to move forward with the application process. At that time, we will be happy to answer any questions.

The application process will include several steps:

1. Each applicant will be notified by email that the application was received.
2. A member of the hiring committee may call an applicant to discuss the position.
3. Selected applicants may be emailed several questions and asked to provide written answers.
4. Selected applicants may then be invited to come to LYRIC for an interview with members of the staff.
5. A second interview with an expanded hiring committee will be conducted as necessary.

*Applications are being accepted now and the position will remain open until filled. We will post a notice on the LYRIC website ([www.lyric.org](http://www.lyric.org)) when applications are no longer being accepted for consideration. Thank you in advance for your interest in the position.*