

## DoD Contract Manager

*Supervisory Responsibilities: Direct supervisory responsibilities.*

An Individual at this level establishes and oversees contractual relationships with customers, partners, and subcontractors to meet the company's business objectives.

### **Responsibilities:**

- Negotiate, manage, and administer all contractual activities related to projects and ensure that technical and business assumptions, limitations, and conditions are included.
- Analyze contract provisions to identify potential risks, summarize implications, and make recommended solutions.
- Create and modify contract language to capture and implement agreements with customers, partners, and subcontractors. Manage the review of proposals/offers from other firms for conformity to contract requirements and determine acceptable proposals.
- Interact closely with Contract Officers to assure requirements and needs are met.
- Provide oversight of Subcontracts and assure compliance.
- Increase and utilize contract vehicles to streamline process.
- Interact closely with sales, program management, and executive management teams to provide information and support for proposals and contracts.
- Interpret program contractual requirements and coordinate legal resource services. Provide advice regarding contractual rights, obligations, and other contractual matters, such as effective use of resources and legal issues.
- Manage the contractual activities for protection and utilization of Intellectual Property in fulfilling contractual obligations. Negotiate contract terms and conditions for IP utilization and license rights. Assist program managers and security manager with safeguarding restricted IP, including employee training for the handling of restricted materials, technological access or copying protection, and physical access restrictions. Knowledge manager for Intellectual Property policy and related educational materials and references.
- Responsible for procurement process which includes compliance with Government Property Management System.

- Develop, document, implement, and continually improve processes related to contract management, proposal management and procurement processes and measures of success.

### **Essential duties of all professional team members:**

- Follow regulations and professional ethics.
- Respond to existing client inquiries and requests within one business day or less.
- Adhere to engagement budget constraints and complete assigned tasks within the time requested.
- Strive to attain realization goals.
- Always conduct oneself in a professional manner.
- Follow firm procedures as outlined in the employee handbook.
- Always maintain confidentiality of the firm and its clients.
- Maintain regular attendance and punctuality.
- Maintain accurate and timely records of hours worked.
- All other duties as assigned by management.

**Education and Experience:** A minimum of a Bachelor's degree, business related degree, or other equivalent industry work experience. A minimum three years of experience with software and services contract management or negotiation. Required experience with WAWF, FAR/DFAR.

### **Skills:**

- Knowledge of federal government contracting requirements and processes.
- Familiarity with legal/licensing concepts such as Intellectual Property, Limitations of Liability, Indemnification, Warranties, etc.
- Demonstrates negotiation skills and superior organizational skills.
- Proven analytical and written and verbal communication skills.
- Ability to be proactive, prioritize and maintain deadlines in a service-oriented and sales-driven environment. Speed and accuracy are essential requirements for this position.
- Works well in a "team" environment.
- Able to obtain DoD clearance.