Mayor's Office of Neighborhood Safety and Engagement

Position: Grants and Contracts Administrator

Reports to: Associate Director of Finance

Job Summary

The Grants and Contracts Administrator is responsible for contract preparation, programmatic support, and inter-agency and community coordination connected to the issuance of funding that bridges MONSE's short- and long-term strategic priorities. Programming areas include, but are not limited to, violence prevention, victim services, reentry, community healing, and youth justice. The Grants and Contracts Administrator's work is integral to MONSE's ability to fulfill our mission through funding our work and the work of our partners, ensuring compliance to funding requirements, and developing and supporting partnerships. The successful candidate will deliver at least 60 contracts annually, with a six-week execution for each.

Key Responsibilities

Contract Preparation

- Initiate and manage contract life cycle.
- Work with MONSE Program Managers and vendors to develop contract conditions, including budgets, scope of work, and deliverables.
- Lead contract approval and execution.
- Develop and maintain Grants and Contracts User Guide and standard operating procedures.
- Coordinate vendor negotiation on MONSE's behalf.

Inter-Agency Coordination

- Coordinate with City Solicitor's Office, Audit, and Comptroller's Office to ensure that contract language protects the City's interests.
- Deliver finalized contracts to Community Funding Coordinator.
- Staff the MONSE and BPD Grant Management Committee.
- Partner with MONSE Grant Writer and Community Funding Coordinator to develop internal grant reporting systems.
- Partner to support external grants management requirements.
- Build strategic relationships within and beyond the Mayor's Office.

Qualifications/Skills

- Bachelor's Degree in Public Administration, Public Policy, Law and/or 3-5 years of experience in grant and contract administration.

- 2-3 years of project management experience.
- Collaborative and positive demeanor.
- Strong desire to make Baltimore a safer place.
- Must have the ability to synthesize, analyze, and critique effectively.
- Be a self-starter and accountable to complete tasks and drive performance with minimal oversight.
- Attention to detail and able to correlate topics and information.
- Creative/imaginative with excellent organizational skills.
- A demonstrated ability to address/resolve difficult, multi-faceted problems.
- Excellent oral and written communication skills.
- Knowledge of or familiarity with local, state and federal government departments or agencies and the local and state philanthropic community is a plus.

About the Mayor's Office of Neighborhood Safety and Engagement

Our Mission

Guided by the Mayor's vision for Baltimore and rooted in a holistic approach to neighborhood health and safety, the Mayor's Office of Neighborhood Safety and Engagement (MONSE) empowers community partners and city agencies to play a more active role in the co-production of public safety and prevention of violence through an equity-based, healing-centered, and trauma-informed approach for the benefit of all Baltimoreans.

Our Guiding Values

In everything that it does, MONSE is committed to upholding its core values of being:

- *Equity-based.* Focused on promoting justice in reducing disproportionate negative impacts of current and future policies and practices.
- *Healing-centered.* Preventing violence must be paired with repairing harm.
- *Trauma-informed.* Based on understanding and integrating knowledge about the causes and consequences of trauma.
- *Justice-oriented*. Real justice is about more than punishment; it is also about restoration, renewal, and healing from past harms.
- *Partnership-based*. Just as violence is intersectional, so must the solutions, relying on cross-system partners and partnerships.
- *Transparent.* Strong partnerships require trust; and trust demands transparency and accountability.
- *Data- and research-driven.* Relying on data and the best available experimental and experiential evidence to guide decision making.
- *Results-oriented.* Devoted to delivering impact.