



**Job Title:** Administrative Coordinator, Contracts & Projects Team  
**Supervisor:** Director of Contract Administration and Project Management  
**Supervises:** N/A  
**Position Type:** TBD  
**Location:** Lake Success, NY  
**Date:** 07/05/18

**Please send cover letter and resume to [teliasi@foundationsource.com](mailto:teliasi@foundationsource.com).**

**Overview/Job Description:**

Work with Chief Administrative Officer and Director of Contract Administration in the following areas:

**Pricing, Proposals, and Contracts:**

- Assist in development and implementation of customized pricing strategies.
- Identify and oversee implementation of operational and strategic improvements to our pricing system for both current and prospective clients.
- Create reporting as needed to streamline processes, and measurements to quantify the results of actions as it relates to price setting or changes.
- Integrate operational and financial performance data, in order to assist in identifying trends and opportunities in the business.
- Interface with several other departments, including Sales, Implementations, and Financial Operations to:
  - Optimize the performance of our customized pricing system
  - Identify and explain pricing
  - Resolve anomalies; and
  - Assist in drafting customized pricing contract language.
- Assist with the implementation and tracking of customized pricing and contracts.
- Ensure that customized pricing data is accurate, tracked, and entered timely in Salesforce and other applications.
- Develop an understanding of contract negotiations as well as proposal development.
- Follow methods for utilizing contract templates to develop customized pricing agreements and proposals.

**Sales Support:**

- Ensure that deadlines are met for all Sales Support inquiries from Sales, such as 990-PF reviews, general legal questions, customized pricing etc.
- Assist with the implementation and tracking of all Sales related inquiries and resolutions.
- Ensure that Sales is properly trained on new contract offerings and able to execute contracts and programs as needed.
- Ensure that Sales is properly trained on our processes and discovery questions for prospective clients.
- Interface with several other departments, including Sales, Implementations, and Financial Operations to:
  - Optimize the performance of our Sales Support processes and inquiries
  - Track progress of inquiries
  - Resolve anomalies; and
  - Assist in drafting metrics reports.

**Special Projects:**

- Develop detailed project plans and carry out Executive and Operational Projects:
  - Define, plan, track, and execute projects.
  - Develop detailed project schedules, manage project scope, document changes, participate in project meetings, review all project deliverables for quality and accuracy, and maintain project documentation.
  - Create project status reports and metrics report for weekly review.

**Requirements:**

**Skills and Personality:**

- Excellent organizational skills
- Strong problem solving abilities
- Proven ability to carry out multiple projects simultaneously
- Graceful under pressure
- Must be comfortable working both independently and as part of a team

**Education and Past Experience:**

- Bachelor's Degree required
- Previous project management experience strongly preferred