PQA POSITION DESCRIPTION

Title: Manager/Senior Manager, Contracts
Supervisor: Director, Program Management
FLSA Classification: Full-time; Exempt
Location: Alexandria, VA (Hybrid) or Fully Remote

OVERVIEW

PQA, the Pharmacy Quality Alliance, is a national quality organization dedicated to improving medication safety, adherence and appropriate use. A measure developer, researcher, educator and convener, PQA’s quality initiatives support better medication use and high-quality care. A non-profit organization with 240 diverse members across the industry, PQA is a unique alliance in healthcare. It brings pharmacies, health plans, health care providers, pharmacy benefit managers, biopharmaceutical companies, technology vendors, government agencies and others together to build consensus and collaborate to improve medication use quality.

The incumbent serves as the manager for all formal and informal contracts and agreements to include grants, nondisclosure agreements (NDAs), memorandums of understanding (MOUs), subcontracts, independent contract agreements (ICAs), among others, and supports the measure licensing agreement process. Typical tasks include providing compliance support over the entire contract and agreement lifecycle, from proposal review to negotiating and management, to closeout. This individual is a key player to the successful integration of PQA’s teams and will be directly responsible for processes and workflows that ensure high quality contracts and grants administration, and compliance with legal and funding requirements across programs and projects.

Proven experience providing guidance on legal requirements, leading relationships, and monitoring progress across federal, local, and private funders will ensure contracts and agreements meet deliverables and reporting schedules.

RESPONSIBILITIES:

- Draft, negotiate, and manage grants, contracts, subcontracts, and other agreements with varying entity types, primarily life sciences organizations, health plans, universities, and other commercial entities; a small portion of contracting occurs on the federal level.
- Coordinate with legal counsel and internal PQA staff to support and fulfill various contractual, legal, financial, and business terms over the full contract and agreement lifecycle (from proposal phase through close-out).
- Advise on award implementation issues that have contractual or business-related implications, providing options and recommendations to successfully mitigate risk and resolve issues.
- Support effective contract implementation by interpreting terms and conditions and providing guidance to project managers and leadership.
• Create and maintain a detailed tracking and reporting system for contractual requirements, and partner with the Controller on financial requirements monies due, payments made, and due dates on to ensure organizational compliance.

• Generate status reports including analysis of potential risk upon request by management.

• Develop positive relationships with all stakeholders and promptly assist them with issues, questions, and concerns.

• Maintain up-to-date internal records of all formal and informal contracts, agreements, amendments, and associated invoices (including but not limited to contracts, licensing agreements, NDAs, consulting agreements memorandums of understanding, data use agreements) in the designated SharePoint space.

• Support licensing program lead as needed by reviewing intellectual property agreements and providing contractual advice or escalating to leadership or legal counsel as appropriate.

• Develop contract management templates, guidance documents, and other compliance tools, and train staff as appropriate.

• Perform other duties as assigned.

Qualifications and Skills

• Certification in contract management or legal field preferred (e.g., Certified Professional Contract Manager [CPCM], Paralegal Certification)

• 3-5 years professional work experience in legal, grant and contract management

• Demonstrated prior knowledge of contracting methods, contracting types (including Cost Reimbursement, Fixed Price, Time and Materials, etc.), and pre- and post-award contracting policies and procedures

• Proven negotiation skills, including ability to make sound decisions and apply creative problem solving

• Familiarity with 2 CFR Part 200, FAR, GAAP, and other grant and contract compliance and financial regulations

• Meticulous organizational skills, attention to detail, and passion for processes and systems, including eagerness to solicit and impart feedback to improve processes

• Customer service focus with strong interpersonal, oral, and written communication skills

• A willingness to work in a fast-paced environment and an ability to respond to requests promptly

• An innovative spirit, a way with people, and a calm-under-pressure and flexible approach when things move quickly

• Confidentiality and discretion, professionalism, and commitment to excellence

• Technology: High-level proficiency with Microsoft Office Suite (especially MS Word and Excel), proficiency with Outlook, SharePoint, and Teams, project management software experience a plus (e.g., Monday.com, Asana, Jira)

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Standard office environment.
• Employee is regularly required to stand, sit, talk, hear and use hands and fingers to operate a computer and telephone.
• Close vision requirements due to computer work.

TRAVEL:
Occasional overnight travel to attend the PQA Annual Meeting, Leadership Summit, internal meetings, and conference attendance.

APPLY
Sponsorship not available.

Interested candidates should submit a letter of interest accompanied by a resume and/or curriculum vitae to careers@PQAalliance.org.

This job description does not imply that the stated requirements are the only expectations for the job. Incumbents are expected to perform any other duties that may be assigned. PQA has the right to revise this position description at any time. PQA is an “at-will” employer and, as such, neither this job description nor your signature constitutes any form of contractual agreement between you and PQA.

EEO STATEMENT
PQA is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity, or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), military status, uniformed servicemember status, veteran status, or any other status protected by federal, state, or local laws. We are dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.