Job Description

**Job Title:** Contracts and Budget Associate  
**Location:** Hybrid/Washington, DC  
**FLSA Status:** Exempt  
**Reporting to:** Chief Operating Officer

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**POSITION SUMMARY**

WEConnect International helps drive money into the hands of women business owners around the world by enabling them to compete in the global marketplace. Our buyers are large organizations committed to global Supplier Diversity and Inclusion that help build sustainable communities by sourcing from women-owned businesses around the globe. The Contracts and Budget Associate leads three functions across WEConnect International.

1. Prepare and monitor budgets and support the forecasting of revenue and expenses.
2. Lead Procurements and oversee the management of the contract management software, process, and compliance.
3. Provide vendor management of the organization’s IT Help Desk, develop, and oversee IT policies and manage IT inventory.

**Essential Duties and Responsibilities**

- Maintain and update procurement policy.
- Support and monitor RFP processes for alignment against procurement policy.
- Maintain accurate vendor information.
- Responsible for managing the PO process and purchase management.
- Ensure contract compliance with Government contracts.
- Develop practices and procedures for internal efficiencies.
- Support development and review of vendor contracts using the contract management software.
- Coordinate for contract review and approvals.
- Oversee the compliance of contracts for donor funded projects and budget alignment.
- Ensure execution of procurement policy.
- Provide monthly reports for spend analysis.
Education and Experience

- Undergraduate degree required, marketing or business preferred, MBA, or similar advanced degree highly desired.
- Minimum of 4 years of related experience in management in the international development sector.
- Experience with US Government, multinational and other public sector agencies preferred.
- PMP Certified preferred.
- Experience with online technologies for communicating, delivering, and managing global services.
- Ability to develop and maintain good working relationships with third party vendors or other partnerships that help the mission.
- Awareness of issues affecting women-owned businesses, particularly the specific barriers faced by women entrepreneurs.

Additional Requirements

- Demonstrated leadership capabilities.
- Excellent managerial skills to help prioritize and problem solve and encourage teamwork.
- Strong verbal and written communication skills
- Thrives in a fast-paced environment.
- Ability to work as a part of a team, and to set and meet targets independently and to manage and deliver projects to timelines.
- A ‘self-starter’ with excellent motivational skills, enthusiasm, vision, and a willingness to think big and encourage the team to develop approaches to overcome challenges.
- Adaptability and positive attitude towards change
- Structured and organized to drive results.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills

Excellent written and verbal communication skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Reasoning Ability

Great analytical skills and highly organized and detail oriented. Highest standards of ethics and personal integrity. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills


Certificates, Licenses, Registrations

PMP preferred but not required.
Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this Job, the employee is regularly required to sit.

The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Organizational Information

WEConnect International, a corporate-led global non-profit, helps build sustainable communities by empowering women business owners to succeed in local and global markets. WEConnect International has since 2009 provided business education, certification, and business connections to businesses based outside the United States that are at least 51 percent owned, managed, and controlled by one or more women. WEConnect International corporate members represent over $1 trillion in annual purchasing power and are true pioneers in inclusive sourcing and global supplier development. www.WEConnectInternational.org

Core Values and Culture

As we continue to grow our impact, WEConnect International will attract and hold accountable members, partners, staff, and stakeholders based on these core values, which help to define our culture, brand, and operational strategies.

- Embrace Diversity and Inclusion to Unleash Potential
- Demonstrate Passion for Women’s Economic Empowerment
- Make a Positive Difference in the World
- Deliver Stakeholder Value
- Exemplify Integrity in Everything We Do
- Pursue Teamwork with a Shared Vision and Purpose

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

WEConnect International is an Equal Opportunity Employer. All aspects of employment will be based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law in the United States.