

NATIONAL VETERANS MEMORIAL AND MUSEUM

The National Veterans Memorial and Museum (NVMM) is a new, soon-to-open cultural complex representing a national initiative of profound importance for our nation's 20+ million living veterans. Until now, there has been no single monument or museum dedicated to the veteran's experience in the United States. With 30,000 square feet available for exhibit space, this new institution will celebrate both the service and honor the sacrifice of all veterans and their myriad contributions to American society. Envisioned by the late Senator John Glenn (1921-2016), Colonel, USMC (Retired), as a gathering place for veterans across the country, the museum is scheduled to open to the public in fall 2018. NVMM will present the veteran experience through the lens of personal stories and life-changing experiences from which visitors will be inspired to learn more about our country's history and actively engage in their own communities as informed citizens.

POSITION OVERVIEW

The NVMM Contracting Officer is the Institution's subject matter expert in all aspects of contracting and its related systems. The Contracting Officer is responsible for the administration of and expertly awards NVMM enterprise-wide contracts, to include but not limited to service, commodity, design, and construction in support of a national museum. S/he manages a workload portfolio worth over \$10million dollars. Given the Contracting Officer's responsibility for and authority on a wide range of contracts and discretion the incumbent must be of exceptional character, maintain the highest level of integrity, and self-discipline. The incumbent will manage the complete contract lifecycle, including post award contract performance management.

MAJOR DUTIES AND RESPONSIBILITIES

- Handle moderate to complex procurements of supplies, equipment, and services with financial exposure.
- Communicate with suppliers and internal customers to develop technically sound contracts and/or procurement documents.
- Develop and issue solicitation documents, coordinate the evaluation of proposals, and negotiate specifications and terms and conditions, make awards, and prepare and issue purchase orders.
- Prepare competitive and non-competitive procurement justifications.
- Perform cost or price analyses and recommend options that best meet NVMM departmental requirements.
- Document procurement packages to comply with internal and external audit requirements
- Lead the identification and selection of a third-party contract tracking software.
- Provide support services to NVMM senior staff in translating functional requirements in operations, maintenance, human resources, visitor experience, outreach and advancement activities into scopes of work and requests for proposals from vendors.

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- Draft, review, vet and produce procurement agreements for the National Veterans Memorial and Museum.
- Periodically audit vendor contracts.
- Draft and review Non-disclosure and confidentiality agreements.
- Transmit executed contracts.
- Draft termination letters to vendors.
- Provide contract process support to internal teams.
- Support NVMM staff with legal research.
- Performs other duties as assigned.

SPECIAL ASSIGNMENTS MAY INCLUDE:

- Lead a project team which includes speaking with groups of internal or external customers
- Participate in the development of NVMM's procurement policies and procedures, which may include liaising with the NVMM Board
- Build and generate reports
- Monitor, amend, and close-out standard and decline balance purchase orders
- Create, maintain and oversee supplier contracts/master purchasing agreements using third party software

Contracting Officer

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JOB QUALIFICATIONS:

- Bachelor's Degree
- GPA of at least 3.0 on a 4.0 scale
- Strong analytic and critical thinking skills
- Exceptional customer service skills
- Excellent written and verbal communications skills
- Attention to administrative detail
- Ability to multi-task in a fast-paced environment

PREFERRED QUALIFICATIONS

- Master's or Juris Doctorate Degree
- Experience working in not-for-profit enterprise
- Certified Professional in Supply Management (CPSM) certificate
- US Veteran Status, with discharge under Honorable conditions.

Salary is commensurate with experience.

NVMM APPLICATION PROCESS

The National Veterans Memorial and Museum offers a competitive salary and a strong benefits package; Equal Opportunity Employer.

For consideration, please email resume, cover letter and salary history to jobs@nationalvmm.org. Be sure to include the title of the position, Contracting Officer, in the subject of the email. No phone calls will be accepted. Only those candidates selected for an interview will be contacted.