

**Freedman Consulting, LLC: Contracts and Finance Manager  
Remote or Washington, DC\***

Freedman Consulting, LLC, a strategic consulting firm, seeks a detail-oriented Contracts and Finance Manager to support client, contractor, and vendor contracting, expense tracking, compliance, and invoicing processes. As a member of the Operations and Administrative team supporting a 40+ person firm, the Contracts and Finance Manager will play an integral role working internally and externally, to ensure effective contracting processes and review, and track and manage client and firm expenses.

Freedman Consulting, LLC, a mission-driven firm, offers strategic consulting services to foundations, nonprofit organizations, and public interest coalitions, advising many of the nation's leading philanthropic institutions. Our work includes strategic planning and issue landscaping for major foundations, campaign advising and coordination for coalitions, public-private partnership creation and support, and policy development for a variety of advocacy and political campaigns.

Reporting to the Senior Director of Operations, primary responsibilities for the Contracts and Finance Manager include:

- Managing contract and grant review, evaluation, and compliance processes in coordination with project teams and developing new contracts when needed
- Drafting, distributing, and managing client invoicing, expense tracking and financial reporting
- Tracking and updating contract status for all clients
- Processing agreements with vendors and independent contractors; coordinating with external accounting firm as needed
- Contributing to firm data management and systems improvement
- Providing additional operations and financial support as needed

**Qualifications of the Ideal Candidate:**

Approximately 5-7 years of previous contracting, accounting, operations, and/or financial management experience is preferred. Candidates must have demonstrated strong attention to detail, organizational and project management skills, and a strong level of proactivity and ability to drive work independently. Prior experience collaborating across internal teams and external vendors is preferred.

Salary and benefits are competitive and based on experience.

To apply, please submit your resume and a cover letter to [CFM@tfreedmanconsulting.com](mailto:CFM@tfreedmanconsulting.com).

**Freedman Consulting, LLC, is an Equal Opportunity Employer. We strongly encourage candidates from underrepresented groups to apply. Freedman Consulting does not discriminate on the basis of race, religion, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.**

*\*All Freedman Consulting employees based in Washington, DC follow a hybrid office policy. There are no in office requirements in office work is encouraged and determined by team managers. The firm's hybrid policy values flexibility and seeks in person collaboration when it will be most beneficial in serving client, project team, or firm needs.*