

Contract Management Specialist – Reston, VA

FrontStream is seeking a **Contract Management Specialist** to join our Reston, VA office.

Company Overview:

FrontStream is the industry leading organization of SaaS fundraising solutions for nonprofits. We provide an integrated, enterprise-wide fundraising platform for all your fundraising, auction, donor management, corporate social responsibility (CSR), and payment processing needs via our leading social innovation products. Our team is collaborative, enthusiastic, and delivers on our promises. Over 10,000 nonprofit and corporate customers use our Intelligent Engagement Platform. We have been serving the nonprofit sector for more than a decade, and we love what we do!

Position Overview:

The Contract Management Specialist is responsible for reviewing and maintaining all FrontStream customer contracts in Salesforce. The ideal candidate will be very organized. He or she is adept at understanding data and will be the coordinator of the data and the process. While this role does not involve contract negotiations, it does require a high attention to detail.

Responsibilities Include (but are not limited to):

- Review and edit contracts as needed between FrontStream and potential/existing clients
- Audit existing contracts within Salesforce to ensure accuracy
- Verify all contract renewal information in Salesforce so notifications are sent in timely manner
- Ensure correct product(s) are linked to each contract with accurate billing amount
- Assign retention cases to the proper resources in order to resolve client questions and concerns
- Build reports on Salesforce for contract analysis
- Serve as the main liaison with the Customer Success Managers regarding contract information

Desired Skills:

- Minimum of 2 years contract administration or accounts receivable experience desired
- Experience with Salesforce a plus, but not required
- Ability to work independently under tight timelines
- Strong written and verbal communication skills
- Quick learner with high attention to detail

The company is headquartered in Reston, VA with offices in Cambridge, MA, Toronto, ON and West Melbourne, VIC, Australia.

Interested candidates should send resume, references and salary history to: careers@frontstream.com with "**Contract Mgmt**" in the subject line. No phone calls please. FrontStream is an equal opportunity employer. The successful applicant will have proven eligibility to work in US.