

**Job Title:** Director, Contracts

## **SUMMARY**

Responsible for all aspects of contracts and program management for The Entwistle Company.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following.

- Extensive knowledge in all aspects of DFAR contracting including contract types, clauses, subcontracts, payment terms, quality assurance, compliance, milestone billing, invoicing and DD250 sell off
- Lead and manage development and execution of program integrated master schedules
- Work collaboratively with the Executive Leadership team in the execution of the business
- Reviews and approves contract proposals prior to submission
- Reviews, approve, and submit contract proposals
- Reviews and supports preparation of technical write-up, pricing, period of performance, contract clauses, subcontract management, and schedule for proposals.
- Review and approve programs according to company policies and participate in formulation of business development, marketing, policies and programs.
- Ensure that operations conform with local, state, and national government regulations.
- Manage organizational staffing plan to ensure ability to support company business objectives
- Support competitive analysis and sales strategies to achieve growth strategies
- Support preparation of sales forecasts for annual operating planning; develop and maintain sales recognition policies
- Interface with customer counterparts to determine application and viability of company's ability to meet contract requirements
- Oversees the company's compliance functions
- Assist in write-up of proposals including executive summary, technical, and cost volumes
- Respond to phone and written inquiries from customers; act as the company liaison with customers to resolve all aspects of pre and post-contract award inquiries
- Review engineering, operations, and supply chain estimates to support proposal submission
- Attend bid conferences and industry days
- Review and advise leadership of changes to procurement regulations
- Supervise staff of contract administrators and program planning team
- Monitor test schedules and line-item schedules to assure compliance with contract terms and prepare integrated milestone schedules as required
- Review and distribute data items required by customers in accordance with contract requirements (e.g. CDRLs)
- Interface with engineering, manufacturing, production and shipping to assure compliance and conformance to contract requirements and schedules.

## **OUR MISSION STATEMENT**

1. To be an essential provider of mission-critical defense components & systems, spanning air, land, sea and space, recognized for our specialized capabilities, quality and dependability.
2. To design, manufacture & build-to-print innovative and cost-effective products.

3. To help our DoD, Prime and Foreign Military customers and US warfighter succeed in their missions.

## **REQUIREMENTS**

- B.S. in Business Administration or equivalent contract administration experience.
- 10-12 years' experience in contract administration.
- Strong attention to detail.
- Strong interpersonal and negotiation skills.
- Computer literate.

## **WHAT WE OFFER**

401k and Employer Match

Paid time off

Employer Paid Life Insurance

Employer Paid Family and Medical Leave

Generous Health Insurance Coverage

Employee Paid Dental Insurance

Employee Paid Vision Insurance