

CORPORATE GOVERNANCE, COMPLIANCE & FEDERAL · JD-EMK-11

Government Contracts Manager

JD NUMBER	JD-EMK-11
FLSA STATUS	Exempt
EEO CATEGORY	Professionals
REPORTS TO	President & CEO
LOCATION	Emmonak, AK (primary) — Phoenix, AZ remote accommodation at the President & CEO's discretion where a qualified candidate cannot be sourced locally
SUPERVISES	N/A
DEPARTMENT	Compliance

POSITION SUMMARY

The Government Contracts Manager is responsible for managing the full lifecycle of Emmonak Corporation's federal contracts and procurement activities, from opportunity identification through proposal development, award, performance, and closeout. This role ensures that all government contract activities comply with the Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), SBA 8(a) program requirements, and Buy Indian Act provisions. The Government Contracts Manager works closely with the VP Operations, Senior Accounts Manager, and Compliance & Risk Officer to build the corporation's federal contracting portfolio and ensure exceptional past performance ratings.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Identify and qualify federal contract opportunities through SAM.gov, GovWin, and agency forecast portals that align with Emmonak Corporation's 8(a) and Buy Indian Act capabilities.
- Lead proposal development and submission for 8(a) sole-source and competitive acquisitions, including technical writing coordination, pricing strategy, and past performance documentation.
- Administer active contract awards: track milestones, deliverables, modifications, option periods, and period-of-performance compliance.
- Manage subcontract agreements and teaming arrangements in compliance with FAR Part 44 and SBA limitations on subcontracting.
- Maintain CPARS/past performance documentation and coordinate Government-Required Reportings (GRR) and DD250 submissions.
- Coordinate with the Senior Accounts Manager on contract funding, billing, and accounts receivable for government awards.
- Ensure compliance with GSA Schedule maintenance, SAM.gov registration, and annual 8(a) program certifications.

- Prepare and submit Requests for Equitable Adjustment (REA) and contract claims as needed.
- Monitor regulatory changes to FAR/DFARS and advise executive team on compliance implications.
- Build and maintain relationships with Contracting Officers, PCOs, and Small Business Officers at target agencies.
- Manage contract file documentation and ensure audit-readiness at all times.
- Support strategic growth planning by analyzing federal spending trends and set-aside opportunities for Alaska-based entities.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Business, Contract Management, Public Administration, or a related field.
- Five (5) or more years of federal contracts management experience; SBA 8(a) contract experience required.
- Solid knowledge of FAR/DFARS, SBA 8(a) regulations, and Buy Indian Act contracting vehicles.
- Experience with SAM.gov, GovWin IQ, or equivalent federal opportunity databases.
- National Contract Management Association (NCMA) membership or Certified Federal Contracts Manager (CFCM) preferred.
- Advanced proficiency in Microsoft 365, particularly SharePoint, Excel, and Teams for contract file management.

PREFERRED QUALIFICATIONS

- CFCM or CPCM certification from NCMA.
- Experience with Alaska-specific federal programs (BIA, Indian Health Service, USDA Rural Development).
- Prior work with Alaska Native Corporations or Tribal 8(a) entities.
- Experience with DoD or DHS contracting environments.
- Familiarity with DCAA audit procedures and incurred cost submission preparation.
- Experience with Granite Records Management or a comparable contract / records platform.

POSITION FLEXIBILITY & GROWTH

This position description is not exhaustive. The employee is expected to perform other duties and responsibilities as required to support Emmonak Corporation's operations, its shareholders, and the communities it serves. Responsibilities and duties will evolve based on acquired skills, completed training, business needs, and opportunities identified by leadership. This position offers growth opportunities within Emmonak Corporation and the Emmonak Family of Companies for employees who demonstrate initiative, reliability, and continued professional development.

PRE-EMPLOYMENT SCREENING

Employment is contingent on the satisfactory completion of a pre-employment background check and drug screening. Continued employment is subject to periodic and reasonable-suspicion drug and alcohol testing in accordance with Emmonak Corporation policy and applicable federal contracting requirements (including DOT, FMCSA, and federal awarding-agency standards where applicable). Candidates must consent to these screenings as part of the application process.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

Physical requirements	Primarily sedentary, office-based role. Occasional travel to federal agency offices and Emmonak, AK. Must be able to operate computer and office equipment for extended periods.
Work environment	Primary duty station is the Emmonak, AK corporate office. A Phoenix, AZ remote accommodation may be permitted only at the President & CEO's discretion where a qualified candidate cannot be sourced locally. Occasional travel to Washington, D.C. and federal agency offices as contract activity requires.

EQUAL OPPORTUNITY & ANC HIRING PREFERENCE

Emmonak Corporation is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law. Pursuant to ANCSA Section 7(b) and corporation policy, Alaska Native and American Indian shareholders and their descendants receive hiring preference where permitted by law. Emmonak Corporation exercises shareholder hiring preference consistent with ANCSA Section 7(i) revenue-sharing obligations and applicable federal law. Alaska Native shareholders and lineal descendants of shareholders are encouraged to apply and receive preference in hiring decisions for comparable qualifications.

Emmonak Corporation is an Alaska Native-owned 8(a)-pursuit firm and a Buy Indian Act-qualified Indian Economic Enterprise. ANCSA shareholders and descendants receive lawful hiring preference in accordance with 43 U.S.C. § 1626(g).

EMPLOYEE ACKNOWLEDGMENT	SUPERVISOR APPROVAL
Signature	Signature
Printed name	Printed name
Date	Date