

Role	<i>Contract Manager</i>
Reports To	<i>Director, Accounting & Finance</i>

Role Summary

The Contract Manager oversees all legal matters and contractual requirements for Chicago Event Management, the Company. This role will draft, send, sign and track all agreements for the company and prepare other legal documents. This role will perform research on relevant legal issues that may impact the Company.

This role requires legal expertise and the ability to maintain order and structure to ensure the smooth functioning of the Company. In addition, this role works closely with the management team and outside counsel to carry out all responsibilities.

Duties and Responsibilities

Business Operations

- Manage legal aspects of CEM relationships regarding contracts and insurance requirements
 - Review and draft parts of BofA Agreement and new client agreements
 - Provide documentation required for BofA and client agreements, i.e. vendor management requirements
 - Work with Executive Team and Director, Accounting & Finance on drafting BofA and new client agreements in accordance with the organization's strategic plan
 - Draft agreements and proposals for new projects and business opportunities
- Act as a paralegal for the company, once best practices or agreement templates are developed by external legal counsel, draft and document all CEM agreements
- Draft and review other legal documents required by Company and events including waivers, guidelines, policies and rules
- Perform research and report to management recommendation on any new relevant legal issues that may impact the Company, past example include GDPR
 - Lead development of processes and action items needed as a result of new laws or regulations
- Initial point of contact for any legal threats, issues or lawsuits, escalate issues to management and external counsel as needed
- Review Company and event documents and presentations for completeness, accuracy and for any risk mitigation
- Maintain electronic and hard copy vendor, contractor, and client files and ensure files are maintained for other Company related agreements, i.e. athlete agreements
- Manage business aspects of the event life cycle for CEM as requested by the Executive Team and vendor relationship owners: vendor sourcing, RFPs and negotiation management

- Enforce completeness of vendor contracts, statements of work and required certificates of insurance
- Assist with Director, Accounting & Finance on business and event insurance needs for CEM
 - Review and log all COIs received and have met our requirements before each event
- Submit USATF event sanctions for all events produced by the Company Draft new client and project agreements in accordance with the organization's strategic plan
- Manage agreements for all third-party clients, contractors, athletes and vendors, draft, send, signs and tracks all Company and event contracts
 - Director, Finance & Accounting to review all agreements to manage the financial impact of all third-party client, contractors, athletes, and vendors agreements
- Ensure that operational and design effectiveness of internal controls related to agreement and subcontractor processes are maintained
- Work with external counsel and HR to ensure event Participant Medical record files are maintained and meet legal (HIPPA) compliance and record keeping standards
- Secure annual Music License for all relevant events
- Assist the Director, Accounting & Finance by working with insurance broker to ensure insurance program addresses risks as part of annual review and renewal
 - Assist and populate documentation for insurance programs as required
- Assist the Director, Accounting & Finance with event cancellation insurance program and secure event cancellation insurance for the events annually
- Other duties as assigned

Employment

- Work with HR to ensure HR personnel files are maintained and meet legal compliance and record keeping standards
- Review company job descriptions for completeness, accuracy, and consistency
- Work with HR to maintain employee handbook, review annually to ensure current legal compliance and add/update policies as necessary
- Provide ongoing advice, assistance, and follow-up on company policies, procedures, and documentation; create and roll out new policies as necessary
- Consult on employee relations issues and progressive disciplinary matters on a consistent basis and work with HR or escalate to owners as appropriate
- Provide assistance and review on exit strategies and termination processes and agreements
- Review offer letters for completeness, accuracy and consistency
- Other duties as assigned

Qualifications/ Requirements

- Excellent understanding of legal procedures and terminology
- Business acumen
- Demonstrated strategic thinking
- Strong work ethic; standards of integrity and credibility
- Excellent organization, communication, documentation and reporting skills
- Excellent written and verbal skills

- Strong relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Must have a high level of initiative
- Must have a strong sense of judgment
- Ability to respond to high demands and expectations
- Ability to make quick and complex decisions under pressure
- Strong computer skills, with proficiency in the Microsoft Office Suite

Education/Experience

- Certification or associate's degree in paralegal studies (bachelor's degree is preferred)
- A minimum experience of two years in a paralegal role
- Investigative mind and strong research skills
- Experience with contract law
- Experience with employment law
- Experience with office administration
- Excellent communication and time management skills

Hours of Work

- Desired to be available up to one day a week to come in-person at the Chicago Event Management office in Chicago, IL as requested by the Executive Team or Director, Accounting & Finance with remaining hours performed remotely
- The hours will fluctuate based on business needs
- 1-2 months preceding an event anticipated hours will increase to 20+ hours a week and may be lower post and in-between events

Updated May 17, 2022