



Title: Grants and Agreements Manager, Southwest Conservation Corps

Date: 12/15/17

Reports to: SCC Executive Director

Salary: Group 4A (Starting 40-45K Annual Salary DOE)

Location: Durango, CO

Status: Full Time

Benefit Eligible: Full

Summary:

Working closely with SCC's Management Team (SCC's Executive, Associate and Regional Directors), the Grants and Agreements Manager (G & A Mgr.) will implement processes to ensure compliance and consistency between SCC's regional offices in agreements, financial plans, grant administration, grant reporting, project reporting and invoicing. In some cases, this will mean auditing past agreements and financial plans. Moving forward, the G & A Mgr. may either create financial plans for review, or review financial plans created by Directors prior to submission. The G & A Mgr. will also assist with the creation of grant and project reports and/or work with Directors to ensure that there is a process to ensure these reports are done in a timely and compliant manner. In addition, the G & A Mgr. will assist Directors with invoicing and may also help with budget tracking and be cross trained to assist with other administrative duties to help the team during busy periods of corps member onboarding.

Essential Responsibilities and Functions:

Category I: Agreements and Financial Plans

- Audit previously submitted financial plans and agreements for compliance and consistency between CO and NM offices.
- Create financial plans as requested and/or double check financial plans and agreements for CO and NM offices, prior to submission.
- Review agreements language for consistency, compliance and operational feasibility prior to submission.
- Assist Executive Director with SCC cost worksheet tool and resources for streamlining the creation of financial plans.
- Ensure that database management related to agreements is consistent and that relevant required files are uploaded and stored correctly. File related documents as requested.

Category II: Project Reporting and Grants Administration

- Create and coordinate the completion of project reports and ensure reporting compliance at CO and NM SCC Offices.
- Work with Directors and/or Conservation Legacy staff to create report template that satisfy compliance for basic project reporting.
- Coordinate and/or collate grants as requested working with regional directors and/or contract grant writers; research grant opportunities for feasibility.

- Coordinate with coalition members around shared grant administration and reporting, ensure follow up in a timely manner.

Category III: Invoicing and budget tracking

- Assist Directors with invoicing as needed between CO and NM offices.
- Assist Directors with budget and expense tracking throughout the year as needed.
- Communicate with directors on issues/concerns with budget.

Category IV: Administrative Support (part time, only as needed, cross trained to provide additional resource during busy time with):

- Assist program directors with staff onboarding needs (credit cards, MVR checks, etc.)
- Process payroll for all members. This includes, but not limited to, developing and implementing the approval process, following updates in Member Tracking, and reviewing changes.

Physical Requirements:

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the G & A Mgr. is required to sit, stand, walk, speak and hear. The G & A Mgr. may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer and reach with hands and arms. The G & A Mgr. may be required to lift up to 50 pounds unassisted. The ability to drive an organizational vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

Minimum Qualifications:

- Minimum of three (3) years prior office based administrative work.
- Bachelor's Degree in Accounting or Business/Nonprofit Management
- High level of proficiency (Expert) in Microsoft Excel.
- Proficient in computer programs (especially Microsoft Office), databases, other technology.
- Professional experience with reporting, invoicing, budgeting and grant management.
- Willingness to work with multiple computer systems and online databases as they change in regards to overall program.
- Flexibility, adaptability and capacity to work in a fluid, changing team based work environment.
- The ability to communicate effectively with all staff in the organization and to understand administrative needs as they arise.
- Valid driver's license and an insurable driving record.
- Must be able to pass a criminal history background check.
- Individual committed to positive youth development and conservation values.

Preferred Qualifications:

- Experience working with DOI/USDA grants and agreements and the related accounting and finance processes for effective budget management.
- Extensive grant writing and management experience.

To Apply: Email Cover letter and resume to Kevin Heiner, SCC Associate Director by Jan 15, 2018 - kevin@conservationlegacy.org