

Staff Position Description

Title: Grants Specialist

Starting Salary Range: The starting salary range for this position will be in the \$23.65 - \$24.36 per hour range, depending on experience, education, and skills relevant to the position. Please note that the indicated starting salary range describes the range for an incumbent in this position. Most new staff generally start at the beginning of the range percentile to ensure internal salary equity.

Location: Fully remote eligible within the contiguous United States only.

Status: Full time/ Non-Exempt

Benefit Eligible: Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off *per Personnel Policies*

Reports to: AmeriCorps Director

Posting Period: Please apply before **10/7/24**

Organizational Summary:

Conservation Legacy is a nationwide non-profit. The Corps programs within the organization engage participants in diverse conservation and community projects that serve public and private lands. These projects provide opportunities for personal and professional development and strive toward a high priority of needs for public land managers and community partners. Through the mission of engaging future leaders who protect, restore and enhance our nation's lands through community-based service; Conservation Legacy works toward a world with healthy lands, air and water; thriving people and resilient communities.

Position Summary:

This position supports Conservation Legacy AmeriCorps grants to ensure a fully compliant member experience meeting the intended programmatic outcomes within each our Corps Programs. This position facilitates the processes, policies, resources and support needed for our Corps to operate effectively. AmeriCorps grants vary with compliance requirements. This position provides the support to ensure a clear understanding for those implementing policies and procedures that assist with successful program execution by effectively collaborating with organizational staff. The Grant Specialist is responsible for improving processes, communicating effectively with program staff and timely reporting and invoicing of their grant portfolio while maintaining compliance with grant requirements.

Outcomes & Functions of Position:

Grant Administration

- Leads the development of processes and systems for data collection that drives compliance and report data of AmeriCorps grants.
- Maintains positive relationships with grantor staff and other stakeholders to support the successful implementation of the AmeriCorps grants.
- Ensures all reports and other required submissions are accurately completed, on time and in compliance with necessary regulations

Grant Management

- Tracks policy and procedure changes to ensure it matches with grantor compliance and changes.
- Leads and/or contributes toward AmeriCorps audits, internal and external.

Staff Position Description

- Fully knowledgeable in differences between various compliance rules from each awarded grant, as well as AmeriCorps and other related rulings.
- Leads oversight of systems and expectations for effective tracking and usage to achieve grant compliance.
- Analyzes internal data to develop systems with efficiency while tracking other best practices and external trends to contribute toward improvement

Program Support

- Effectively communicates policy and procedures of AmeriCorps and related compliance to Corps staff.
- Assists Corps staff with developing local processes and practices that will best deliver compliance within the unique capacity of each program or grant.
- Develop and support accountability processes for Corps staff to deliver compliance.
- Supports accountability of program staff members contributing toward administrative and programmatic procedures leading toward grant compliance.
- Develops and delivers necessary trainings and resources to associated staff that clarify systems, processes, and policies related to AmeriCorps.
- Responsible for timely, accurate invoicing of a portfolio of AmeriCorps grants.
- Assist Admissions team with the onboarding of new participants and support of existing participants and seasonal staff, as assigned-

Organizational Advocacy

- Successfully engages, leads and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Reports any potential complaints within the organization as identified in the Personnel Policy Manual.
- Assists or leads other responsibilities, as assigned.

Other "Hats" You May Wear: Customer Service, Relationship Development, Marketing, Administrative, Supervision or Mentorship to Others, Facilitator, Trainer, Facilities, Human Resources, Supervisor

Physical Requirements:

Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.

Qualifications:

Staff Position Description

- Bachelor's degree or equivalent experience preferred.
- 2-4 years federal grant reporting experience preferred.
- Preferred experience with AmeriCorps grants, state, national, VISTA.
- Experience with Salesforce, Axiom or other HRIS and CRM systems.
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization's criminal history check requirements.
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Ability to successfully work in a fluid, changing work environment.

Other Competencies Desired for this Position's Success: Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Aligns.

To Apply:

1. Send Cover letter and resume to Allison Laramée, allison@conservationlegacy.org.
2. Cover Letter Must Include:

Subject line includes "Applicant_(Your Name)".

Cover Letter must include a response to the following: *Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.*

Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service. Where a significant portion of the population eligible to be served needs services or information in a language other than English, the recipient shall take reasonable steps to provide written material of the type ordinarily available to the public in appropriate languages.

We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.