

# Staff Position Description

**Title:** Western Region Agreements Manager

**Starting Salary Range:** The starting salary range for this position will be in the \$22.97 – \$26.61/ hr, 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.

**Location:** Fully remote eligible within the Western Region

**Status:** Full-Time, Non-Exempt

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

**Reports to:** Western Region Business Manager

## 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:

The Agreements Manager is responsible for the compliance of federal and non-federal agreements for Conservation Legacy's Western Region programs including Ancestral Lands Conservation Corps, Arizona Conservation Corps, Conservation Corps New Mexico, Southwest Conservation Corps and Stewards Individual Placements Program. This position will play a key role in maintaining a high level of database integrity and supporting programs with database reporting needs. The Agreements Manager will lead the creation of partner budget documents and assist in the administration of subrecipients. This position will supervise and support the Western Region Agreements Coordinator.

## Outcomes & Functions of Position:

### Agreement Management:

- Enter agreements into database in an accurate and timely manner.
- In coordination with and as requested by program staff, complete the set up of projects.
- Monitor agreement expiration dates and funding levels and alert programs to any that are expiring with funding remaining.
- Audit agreements that are entered into database to ensure all documents and required data are entered.
- Manage, track and complete invoicing for crews and interns.
- Track and invoice for reimbursable project expenses.
- Coordinate reporting as stipulated in agreements and ensure timely submission.

## Financial Support

- Lead the creation of cost worksheets, financial plans, 424's and other required agreement financial paperwork.
- Track cash match and stay up to date on requirements.
- Contribute to ensuring compliance with subrecipients, including subrecipient agreement generation, receipt of required documents and FFATA reporting with regional Corps Directors and Program Directors.
- Support Corps Directors in the development of cost tracking and reimbursement procedures and train/monitor program assistants and program coordinators to ensure agreement compliance, accurate invoicing and budget management.

### **Database Knowledge**

- Provide support to staff with orientation to the database.
- Expert on the various aspects of the database as it relates to the position including reporting and data analysis.
- Develop tools that help support the efficiency and accuracy of our agreement management.

### **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.

### **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:**

- Experience with Salesforce and Excel preferred.
- Management of federal agreements preferred.
- Attention to detail.
- Ability to successfully work in a fluid, changing work environment.
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- 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.

**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 at [allison@conservationlegacy.org](mailto: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.*