

Title: Eastern Region Partnership and Agreements Manager

Date: June 2020

Reports to: Eastern Region Executive Director

Salary: Grade C - \$19/hr - \$24/ hr

Location: Any Eastern Program Office Location

Stewards East (Beckley, WV) Southeast Conservation Corps (Chattanooga, TN), Appalachian Conservation Corps (Harrisonburg, VA) and Conservation Corps North Carolina (Raleigh, NC)

Status: Full Time

Benefit Eligible: Full. See Personnel Policies

Summary:

The Partnerships and Agreements Manager works as a member of the Eastern Region Business Office in supporting Eastern Region Corps with the partnership and agreement management. This position is primarily responsible for ensuring all agreements are properly executed and administered, compliance of federal and non-federal agreements, and adherence to internal organizational protocols. The Partnerships and Agreements Manager also supports facilitating partnership development opportunities that align with Conservation Legacy's mission, vision, and strategic goals.

This position regularly interfaces with other staff throughout the Eastern Region and intermittently with Conservation Legacy Central and Western Region staff on specific program aspects.

Essential Responsibilities and Functions:

ability to accept feedback graciously and integrate it, communication skills

Agreement Management

- Assist in management of compliance components of all grants and agreements awarded to Conservation Legacy (reporting deadlines, filing reports, oversight of reports for compliance within the scope of work).
- Ensure all agreements, MOU's and contracts comply with Conservation Legacy programmatic offerings and ensure that all contractual requirements are reasonable and within organizational policies and procedures.
- Maintain records of all agreement cost worksheets as well as agency agreement documentation, ensure Business Manager and staff have access to necessary records and information to successfully operationalize program.
- Enter agreements into internal database system(s) in an accurate and timely manner.
- Assist staff with tracking and completion of reports and project evaluations.
- Regularly audit agreements that are entered into internal database(s) to ensure all documents and required data are entered.

Finance

- Provide Corps Directors cost estimates and complete federal agreement financial assistance documents to initiate task agreements as well as manage MOU's, contracts, and grants for non-federal partners.
- Lead the Eastern Region in the creation of budget proposals/424s/cost worksheets and other required financial forms for federal and non-federal grants and agreements.
- Monitor agreement funding levels and alert programs to those needing further attention (including expiring agreements).
- In collaboration with the Eastern Region Business Manager, support reporting on regional partnership revenue and grant expenses to program and leadership teams.

Partnership Development and Stewardship

- Support Corps Directors and Regional Business Team in professional communication to external partners to include Conservation Legacy programs and services, agreement updates, financial needs, and general stewardship.
- Support the creation of new regional development opportunities through existing and new local, regional, and national partnerships

- Timely communication with regional staff on concerns and praise shared by partners.

General

- Create professional dashboards and reports on partnerships, agreements, and financials for staff and board to use in decision making.
- Collaborate with other functional managers to create streamlined administrative processes.
- Attend and participate in Eastern Region Leadership and Development Team meetings.
- Foster an environment of learning and growth, including pursuing personal development through internal and external opportunities.
- Assist with other projects as identified.

Physical Requirements:

To successfully perform essential functions, the Eastern Partnership and Agreements Manager must be able to operate office equipment, telephone, and computer. The ability to drive an organizational vehicle is also required. Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours, may be required. Reasonable accommodations can be made for qualified individuals with disabilities to perform the essential functions.

Minimum Qualifications:

- Minimum 2 years of experience in federal or non-federal partnership management (may include grant management, partner relations, and/or program management) or related educational background.
- Highly organized and detail-oriented, an excellent communicator who is pro-active and results-driven.
- Ability to work successfully in an environment of time-sensitive and changing deadlines.
- Excellent written and verbal communication skills.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
- Commitment to continual learning, including welcoming feedback as an opportunity for growth.
- Proficient in all Microsoft Office Suite applications and database management.
- Entrepreneurial approach to problem-solving.
- Valid Driver's License and Insurable Driving Record
- Must be able to pass Conservation Legacy's criminal history checks.

Preferred Qualifications:

- Previous experience with federal financial assistance agreements.
- Salesforce or other database management intermediate to expert expertise.
- Education: BA/BS or equivalent experience.

To Apply: Send cover letter outlining your skills and interests in the position, highlighting how this position aligns with your career goals. Send your letter and resume to Gail Loveland Barille, Eastern Region Executive Director, gbarille@conservationlegacy.org. This position will remain open until filled and is subject to close at any time.