



Grants and Development Manager

The **Grants and Development Manager**, provides administrative leadership in managing Palouse Conservation District grants and leading funding development as directed by the District Administrator and Board of Supervisors. Must have successful record of funding development, budget/grants/program management experience, personnel management experience, and a proven commitment to land stewardship. Minimum requirements include: Bachelor's (Master's preferred) in natural resources, public administration or related field & 3 years (5 yrs preferred) supervisory/program management and funding development. Regular, Full-Time, At-Will, Exempt status; Salary starting at \$50,000 (DOE) plus full benefits package. View complete job description below.

*Send resume & cover letter addressing required qualifications to:
Grants and Development Manager Search*

*Palouse Conservation District, 1300 NE Henley Ct. #6, Pullman, WA 99163
or*

jenniferpcd@palousecd.org

*Review begins **August 29, 2016**. Open until filled.*

Position Description for Grants and Development Manager

The Grants and Development Manager is responsible for overall projects and grants management for the Conservation District, funding development for new programs and projects, supervision of district employees and satisfaction of district clients. The Grants and Development Manager provides administrative leadership in managing Palouse Conservation District projects and grants, leading funding development as directed by the District Administrator and Board of Supervisors, and assisting the District Administrator with the coordination, management and administration of conservation programs throughout the Palouse Conservation District. The Grants and Development Manager ensures that all District grants, programs, and project functions are managed and services provided in accordance with applicable local, state and federal laws, regulations and policies.

The measure of success is the proactive delivery of and continued funding of services to private landowners and the general public in a professional, efficient and productive manner leading to the conservation of local natural resources consistent with the mission and goals of the District. The successful candidate must be able to work productively with a diverse community of clients, community organizations and government agencies. The position reports directly to the District Administrator.

PRIMARY DUTIES AND RESPONSIBILITIES

General Operations (10%)

- Develop and maintain strong working relationships with local, state, tribal and federal agencies and elected officials.
- Represent the District, as directed, at local and regional meetings that may affect the Board and/or District programs.
- Serve as liaison for the District and coordinate closely with the Washington Association of Conservation Districts (WACD), the Washington State Conservation Commission (WSCC) and the Natural Resources Conservation Service (NRCS).
- Assist District Administrator to develop and maintain the District's Policy & Procedures manual.
- Coordinate with the WA State Conservation Commission for successful completion of the District Operations Review and Good Governance.

Funding Development (45%)

- Work closely with the District Administrator to explore alternate funding opportunities to support and expand District programs and services including possibility of establishing an assessment or rates & charges.
- Work with Coordinators to identify project opportunities, explore funding opportunities, and develop funding proposals.
- Seek and secure funding through various avenues including grant writing.
- Facilitate and administer proposal development, grant activities and/ or strategic partnerships.
- Secure on-going funding for all District programs and services identified in the Annual Plan of Work.
- Secure additional funding for programs and services identified in the Long Range Plan of Work.
- Work with the District Administrator to identify and secure stable funding for District programs and services.
- Work with the District Administrator to improve relations with funding sources to support future financial awards for District programs and services.

Project and Grants Oversight (45%)

- Coordinate 25+ grants and contracts that the District administers each year.
- Maintain an efficient and complete administrative record of all grant activities.
- Support project Coordinators and monitor the progress of grant funded projects to ensure successful implementation in accordance with grant contract terms and agency requirements.
- Track grant deliverables, deadlines, and reporting.
- Assist with project requirements including environmental permitting, cultural resources clearance, and coordinating with project partners to ensure all requirements are met prior to implementation of projects.
- Ensure all grants are successfully implemented in accordance with grant contract terms and agency requirements.

- Support Program Coordinators to ensure all grants successfully implemented on time, within budget, and in accordance with grant contract terms and agency requirements.

Financial Management

- Coordinate with Financial Coordinator on accounting, budget and financial responsibilities for District projects and grants and ensure all expenditures are appropriate and accountable.

Personnel Management

- Supervise the activities of District Program Coordinators as needed to carry out the responsibilities of the District.
- Assist District Administrator to update personnel policies and procedures.
- Develop and maintain personnel files.
- Coordinate hiring of new positions with the District Administrator and Board.

Information & Education

- Oversee development and maintenance of Education & Outreach activities, events and responsibilities related to projects and grants.

Technical Assistance

- Oversee project and grant related technical assistance provided to landowners and agencies including development of conservation plans and implementation of best management practices (BMPs).

Program Planning, Development and Management

- Assist the District Administrator and Board with completion and/or revision of the District's **5-Year Plan**.
- Assist the District Administrator and Board with development and implementation of **Annual Work Plans**.
- Fulfill contracted scopes-of-work and fulfill reporting requirements.

Minimum Qualifications:

A bachelor's degree in natural resources, agriculture, public administration or a related field and a minimum of three years of supervisory/program management and funding development experience is required. Additional qualifying experience may substitute year-for-year for the education requirement.

The applicant must have a demonstrated ability to manage multiple, diverse issues and a proven commitment to land stewardship on private lands.

Required knowledge, skills, and abilities:

- Team player who values building partnerships and a non-regulatory approach to natural resource conservation activities, including a proven commitment to agriculture and land stewardship.
- Proven track record of awarded grant funding and project proposal development.
- Experience with meeting facilitation and conflict resolution techniques.
- Ability to utilize administrative, personnel and analytical skills and to act independently to direct District operations as related to projects/grants and funding development.

- Ability to take policy direction from the District Administrator and Board and translate this direction into tangible results.
- Demonstrated ability to work effectively with diverse groups and individuals.
- Demonstrated organizational skills and the ability to multi-task effectively.
- Personable with excellent communication and interpersonal skills (both written and verbal), skills in public relations, negotiation, coordination, and diplomacy.
- Ability to communicate effectively to a diverse audience.
- Collaborative approach to solving problems with partners, understanding and incorporating multiple agencies' and partners' perspective in the solution.
- Ability to meet deadlines, attend frequent meetings and travel as needed.
- Ability to delegate to other employees.
- Experience with Microsoft Office Software.
- Obtain and maintain a valid driver's license, provide own transportation with proper vehicle insurance and registration upon the first date of hire; be able to travel statewide using all modes of transportation.

Preferred knowledge, skills and abilities:

- A Master's degree in natural resources, agriculture, public administration or a related field and a minimum of five years of supervisory/program management and funding development experience is required.
- A professional knowledge of policies and practices of conservation districts.
- A working knowledge of federal, state and local laws, rules and policies that directly affect natural resource conservation on private lands in Washington.
- Knowledge of and/or experience with conservation planning & implementation.
- Knowledge of and/or experience with environmental and cultural resource permitting.
- Experience with QuickBooks and WA BARS accounting System.
- Working knowledge of NRCS conservation practices, standards, and planning process.
- Working knowledge of local, state, and federal conservation programs currently available to landowners such as EQIP, CRP, CREP, etc. and related conservation Best Management Practices (BMPs).

Compensation: Salary starting at \$50,000 (depending on experience). Retirement, paid holidays, plus vacation and sick time will accrue after a probationary period. Medical and dental insurance provided.

Employment Classification: Regular; Full-Time, At-Will, Exempt. The Project and Grants Manager position is funded on the WA state fiscal year schedule based on available grant funding and the position will continue if additional adequate grant funding and or financial support can be obtained.

All programs and services of the Palouse Conservation District are offered on a nondiscriminatory basis, without regard to race, color, national origin, religion, sex, marital status or disability.