



## GRANTS MANAGER

**Location:** Silver Spring, MD

**Supervisor:** Vice President

### Overview of Position

The Grants Manager of the National Marine Sanctuary Foundation (the Foundation) implements funded programs from application to approval and utilization, and provides detailed review and sustained analysis for funded programs, including managing applications and review processes for grant awards made by the Foundation. The Grants Manager is expected to troubleshoot program implementation issues, as well as manage the tracking of funds, including develop and execute spending priorities for funded projects. This position also manages the application, review, award, and report tracking and analysis for Foundation-funded grants and contracts.

Position supports the implementation and execution of multiple programs funded by federal financial assistance awards, including cooperative work with various offices in the National Oceanic and Atmospheric Administration. The position also supports the operational management and monitors the pace of completion of not just federally funded projects, but dozens of privately supported programs, and programs fiscally sponsored by the Foundation.

### Responsibilities:

#### *Project Management*

- Develop positive relationships with program managers and field liaisons to help facilitate program implementation and foster progress toward project completion according to planned timelines and budgetary goals.
- Manage the Foundation's custom program expenses tracking database, including training new users, setting up programs/projects as they are initiated, identify new needs and efficiencies, and work with database developer to implement updates and changes.
- Develop formal agreements that may be required for a project, such as grants, contracts, or sponsorship agreements, and track awards. Work closely with Director of Development, Conservation Manager, and/or field liaisons for technical specifications and developing agreement details as needed.
- Maintain calendar and provide content updates for bi-annual federal award reports or private funder reports, working with Vice President or Director of Development as needed in report generation and extension requests to funders.

- Work with finance team and development team to assign appropriate and consistent financial details and tracking information for incoming funds, and work with these teams to finalize closeout of incoming fund awards.
- Work with finance team on procurement compliance standards and review for awardees.
- Identify and develop strategies and techniques to optimize project administration process.
- Keep staff informed about upcoming deadlines and deliverables.

### *Program Implementation*

- Act as primary point of contact with subgrantees and subcontractors, maintaining positive awardee relationships and troubleshooting issues.
- Coordinate with grantees for timely submission of financial and narrative progress reports.
- Identify and implement efficient systems for grants and project management.
- Support proposal development process and/or renewals for federal and private award opportunities.
- Coordinates application process for competitive grant programs, including acting as liaison for applicants, preparing materials for reviewers, and coordinating with selected awardees.
- Help identify cross-functional opportunities between internal departments including federal partner programs, conservation funded programs, and privately funded programs.

### *Analytics*

- Track and analyze reported results from grantees and contractors as may be relevant.
- Summarize results of biannual reports for senior staff and federal award points of contact.
- Connect communications staff with content generated by grantees, and impact analysis results, for potential use in public communications including social media, web content, and printed publications.
- Influence and provide support for annual budget process in relationship to funded projects in portfolio.



## Qualifications and Requirements

- Bachelor's degree and at least three years of experience in managing and supervising projects.
- Fluency in computer software programs (i.e. Word, Excel, PowerPoint, Google e-mail, and databases) required. Experience managing database programs (work on QuickBase platform helpful) as well as intermediate-advanced Excel spreadsheet capabilities are required.
- Experience with basic financial management including developing and monitoring budgets and financial reports.
- Capacity to notice when details seem inconsistent.
- Ability to perform in a cross-functional team approach and job responsibilities.
- Strong organizational skills, with ability to prioritize work, meet deadlines, and produce quality results with attention to detail.
- Ability to distinguish among competing priorities and balance complex and demanding workloads; organize and coordinate work assignments.
- Personable in-person and phone demeanor, diplomatic disposition balanced with ability to defend positions and policies.
- Experience working with grant programs and federal funding a plus.
- Skill and experience conducting research and analyzing data.
- Ability to communicate effectively orally and in writing; experiencing producing reports and proposals a plus.
- A sincere interest in, and commitment to, our mission.

**Compensation and Benefits:** Salary \$52,000- \$57,000 annual salary depending on experience.

Why you'll love working at the Foundation:

- Medical, Dental/Vision Benefits Package
- Foundation paid life and disability insurance
- Commuter Transportation Benefits for positions based in Silver Spring, MD (Metro or Parking)
- Paid vacation and sick leave
- Paid Federal holidays, plus the week in between Christmas and New Year's off
- Access to retirement plan, with the Foundation contributing 3% of gross wages after 1 year of service.
- Teleworking opportunities based on position

**Start Date:** June 10, 2019



**To Apply:** Applications should include a cover letter, resume, list of references and several writing samples to [Applicants@marinesanctuary.org](mailto:Applicants@marinesanctuary.org). Please be sure to put “Grants Manager” in the subject line. Applications received prior to May 17, 2019 will be preferred.

The Foundation is an equal opportunity employer and actively works to insure fair and equal treatment of its employees.

**About Us:** The National Marine Sanctuary Foundation is a private, non-profit organization dedicated to strengthening and promoting U.S. national marine sanctuaries and marine monuments through conservation, science, education and community engagement.