Overview of Position
The Grants and Contracts Manager of the National Marine Sanctuary Foundation (the Foundation) implements funded programs from application to approval and provides detailed review and sustained analysis for funded programs, including managing applications and review processes for grant awards made by the Foundation. This position supports the project management of multiple programs funded by federal financial assistance awards, including cooperative work with various offices in the National Oceanic and Atmospheric Administration. The Grants and Contracts Manager 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.

The Grants and Contracts 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. They are the point of contact for program managers and field liaisons for purchases and travel arrangements under funded programs with the Foundation. This position manages the application, review, award, and report tracking and analysis for Foundation-funded grants and contracts. The Grants and Contracts Manager will work heavily on the development of a new grants management database to enhance efficiencies of this position’s workflow.

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.
- Play a key role in the creation and implementation of the Foundation’s new project management database, including development of the new system, training new users, setting up programs/projects as they are initiated, identify new needs and efficiencies, and act as primary liaison with the database platform tech support.
- Generate 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 standards for vendors and risk/monitoring review for subrecipients, in compliance with federal award and internal policies.
• Work with program managers and field liaisons on travel plans and reimbursements, ensuring foreign travel complies with federal award and Fly America Act guidelines.
• Identify and develop strategies and techniques to optimize project administration process.
• Keep staff informed about upcoming deadlines and deliverables.

Program Implementation

• Act as the primary point of contact for program managers and field liaisons to ensure federal and internal policies are followed and program deliverables and spending are on track.
• 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.
• Support systems and procedures transitions within the Foundation and with partners, contractors, and field liaisons.

Analytics

• Track and analyze reported results from grantees and contractors as may be relevant.
• Data migration to the new project management system and QA/QC processes as necessary.
- Develop familiarity with federal financial assistance award procedures and review and update federal award compliance guidance and procedures documents as needed, conducting quarterly workshops to keep field staff and program managers up to date on policies.
- 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 grant administration and/or project management.
- Fluency in computer software programs (i.e. Word, Excel, PowerPoint, Google e-mail, and databases) required. Experience managing database programs (work on SmartSimple and/or Sage Intacct platforms beneficial) as well as intermediate-advanced Excel spreadsheet capabilities are required.
- Experience with database development/creation strongly preferred.
- 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 and compliance a plus.
- Skill and experience analyzing data and producing spend plans.
- Ability to communicate effectively orally and in writing; experiencing producing reports and proposals a plus.
- A sincere interest in, and commitment to, our mission.
Why You Will Love Us

- Dedicated and passionate staff committed to marine and Great Lakes conservation, and a fun group who takes its work more seriously than we take ourselves.
- Generous leave policy.
- Health Benefits: medical, dental, and vision
- Foundation paid disability and life Insurance
- Monthly cell phone reimbursement
- Transportation Benefits
- Retirement: 403(B) with 3% employer contribution after one year of service. No match required, 100% vested.

Compensation and Benefits
Salary Range: $55,000-$58,000. The Foundation offers a competitive benefits package.

Start Date
February/March 2020

To Apply
Applications should include a cover letter with salary requirements, resume, and list of references to Applicants@marinesanctuary.org. Please be sure to put ‘Grants and Contracts Manager’ in the subject line. Applications received prior to February 7, 2020 will be preferred.

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