



PALOUSE CONSERVATION DISTRICT

1615 NE Eastgate Blvd • Suite H • Pullman, WA 99163 • 509-332-4101 • PalouseCD.org

Position Description

Employee Name:	Job Title: Grants & Development Manager
Employee Type: Regular	FTE: 1.0
Annual Rate: \$60,809 (DOE)	Supervisor: Jennifer Boie, Director
FLSA Status: Exempt	FLSA Exemption: Administrative
Effective Date:	Date of Last Revision: October 29, 2020

Position Summary:

The Grants and Development Manager is responsible for overall grants/contracts management, strategic funding development to support Conservation District programs and services, program forecasting, annual plan development and oversight, and serving as a liaison to funding sources and partners. The Grants and Development Manager provides administrative leadership to assist the Director with the coordination, management and administration of the annual plan of work by coordinating district programs to deliver conservation services throughout the Palouse Conservation District service area. The Grants and Development Manager ensures that all District grants, contracts, and annual plan of work activities are provided are in accordance with applicable local, state and federal laws, regulations and policies.

Position Qualifications:

Required Qualifications: The education, experience and skills necessary to perform adequately in the position.	Bachelor's Degree in Natural Resources, Agriculture, Public Administration or a related field. Qualifying experience may substitute year-for-year for the education requirement. Five (5) years of supervisory experience, program management, funding development, grant/contract/agreement review and administration, grant billing and reporting. Proven record of grants written and funding secured. Proven commitment to land stewardship.
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	<p>Excellent technical writing skills and strong technical understanding of natural resources conservation, research/monitoring, and education/outreach.</p> <p>Excellent written and oral communications skills, including the ability to communicate technical information clearly to non-policy oriented audiences both in writing and through oral presentations.</p> <p>Experience managing multiple, diverse issues.</p> <p>Experience in grant and contract administration.</p> <p>Ability to work independently and as part of a team.</p> <p>Valid, unrestricted driver's license.</p>
<p>Preferred Qualifications: The educational requirements, experience, and skills preferred, but not necessary, to perform in the position.</p>	<p>Master's Degree in Natural Resources, Agriculture, Public Administration or a related field.</p> <p>Professional knowledge of policies and practices of Conservation Districts.</p> <p>Knowledge of federal, state and local laws, rules and policies that directly affect natural resource conservation on private lands in Washington.</p> <p>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).</p> <p>Project Management Professional (PMP) Certification.</p> <p>Working knowledge of NRCS conservation practices, standards, and planning process.</p> <p>Experience with BIAS software for financial and grants management.</p> <p>Proficiency with Smartsheet. for collaboration and work management.</p> <p>Experience with WA BARS accounting system.</p>



Job Duties:

% of Time	Essential Function	Job Function	Duties
40%	Yes	Grants and Contracts Oversight	<p>Manage 30+ grants and contracts that the District administers each year.</p> <p>Serve as the lead for landscape level multi-partner collaborations including the Palouse Regional Conservation Partnership Program.</p> <p>Successfully lead grants and contracts throughout all processes and phases including: scoping, initiation, partnership development, proposal development, contracting, planning, project execution, monitoring, reporting, quality control and closeout.</p> <p>Review grants/contracts to identify legal obligations, funding, scope of work and deliverables.</p> <p>Maintain an efficient and complete administrative record of all grant and contract activities through a project management work plan and/or project management software.</p> <p>Oversee grant match tracking, budgets, deadlines, and reporting.</p> <p>Support Program Leads and grant/contract administrators and monitor the progress of grant/contract funded projects to ensure successful implementation on time, within budget, and in accordance with grant contract terms and agency requirements.</p> <p>Facilitate Program Lead collaboration to track grant/contract deliverables and budgets.</p> <p>Maintain team schedule and facilitate collaboration for grant reporting.</p> <p>Review and approve all grant/contract vouchers prepared by finance staff for proper coding of expenditures and ensure that expenses are reasonable, allowable and allocable to grants/contracts.</p> <p>Work closely with finance staff to ensure timely vouchering for all grant/contract expenses.</p> <p>Meet with funding agencies on a continuous basis.</p> <p>Maintain positive relationships with partners.</p>



			<p>Develop, improve and oversee District procedures as related to grants/contracts management.</p> <p>Authorize expenditures and grant/contract budget revisions, monitor grant/contract budgets, develop corrective actions and prepare line-item transfers and extension proposals.</p> <p>Successfully execute project management knowledge areas throughout the life of all grants and contracts:</p> <ul style="list-style-type: none"> - Project management integration - Scope management - Schedule management - Cost management - Quality management - Resource Management - Communications management - Risk management - Procurement management - Stakeholder management - Stakeholder management
40%	Yes	Funding Development	<p>Identify and secure stable funding for District programs and services.</p> <p>Explore alternate funding sources and diversify funding opportunities to support and expand District programs and services.</p> <p>Seek and secure funding through various avenues including grant writing, marketing, and donation development.</p> <p>Secure on-going funding for all District programs and services identified in the Annual Plan of Work.</p> <p>Secure additional funding for programs and services identified in the Long-Range Plan of Work.</p> <p>Work closely with the Director and Finance & Administrative Manager to establish a federal indirect cost rate and explore the possibility of establishing an assessment or rates & charges.</p> <p>Develop and maintain a marketing strategy for increasing partnerships and funding sources.</p> <p>Work with the Director to improve relations with funding sources to support future financial awards for District programs and services.</p>



			<p>Work with Program Leads to identify project opportunities, explore funding opportunities, and develop funding proposals.</p> <p>Serve as the lead for strategic partnership coordination, proposal development, technical writing, editing, and contract execution.</p> <p>Develop, improve and oversee District procedures as related to funding development.</p>
10%	Yes	Annual Plan of Work and Strategic Planning	<p>Work closely with the Finance & Administrative Manager to identify budget and salary available by program for each fiscal year.</p> <p>Work with Program Leads to identify staff and program annual activities.</p> <p>Develop and implement annual plan of work.</p> <p>Compile salary forecasts and salary funding allocation for District wide staff based on annual plan of work.</p> <p>Track annual plan accomplishments and prepare regular reports on annual plan of work progress.</p> <p>Develop a forecast for available funding for next three to five years.</p> <p>Represent the District, as directed, at local and regional meetings that may affect District programs, services, and/or funding.</p> <p>Assist the Director and Board with completion and/or revision of the District's 5-Year Plan.</p> <p>Develop, improve and oversee District procedures as related to Annual Plan of Work and Strategic Planning.</p>
10%	No	Other	<p>Performs other related duties as required.</p> <p>Perform duties under the supervision of the Director as needed.</p> <p>Supervise staff as assigned to carry out the responsibilities of the District.</p>



Knowledge, Skills, Abilities or Competencies:

Knowledge of the District strategic plan, mission, structure, resources, policies and procedures.

Knowledge of federal, state and local laws, rules and policies that directly affect natural resource conservation on private lands in Washington.

Demonstrated ability to build partnerships including a non-regulatory approach to natural resource conservation activities.

Demonstrated computer software skills, including the ability to use office software, such as databases, spreadsheets, word processing.

Skills in organizing and expressing ideas in oral and written communication.

Skills in evaluating procedures and modifying, if necessary.

Skill in carrying out clearly defined procedures.

Demonstrated interpersonal, written and oral communication skills.

Experience with meeting facilitation and conflict resolution techniques.

Demonstrated record of grants written and funding secured.

Demonstrated technical writing skills.

Knowledge of natural resources conservation, research/monitoring, and education/outreach.

Ability to analyze complex issues, conduct thorough and appropriate fact-finding inquiries, reason logically, and articulate sound solutions.

Demonstrated ability to effectively operate standard office equipment including computers, phone and electronic messaging.

Ability to establish and maintain effective and cooperative working relationships within the District, outside agencies, and other organizations.

Ability to maintain confidentiality, to the extent allowed by law.

Ability to take policy direction, draft procedures to comply with policy and ensure compliance with policy and procedures.

Ability to meet deadlines, attend frequent meetings and travel as needed.

Maintain a flexible schedule and to work outside an 8:00 am – 5:00 pm schedule as needed.

Ability and willingness to share ideas, to be open to the ideas of others, work toward organizational goals and interests.

Ability to delegate to other employees.

Ability to instill trust and build consensus.

Ability to effectively handle multiple, complex issues in a timely manner.



Ability to make positive and constructive recommendations and take a proactive approach toward promoting more efficient and effective systems and processes.

Ability to understand the priorities of the organization.

Ability to work collegially and collaboratively with diverse internal and external constituencies.

Demonstrated commitment to, and experience successfully advocating for diversity and the values of diversity.

High Tolerance for Change – the ability and willingness to work in PCD’s ever-changing and fast paced environment.

Strong Team Attitude and Approach – the ability and willingness to share ideas, to be open to the ideas of others, work toward organizational goals and interests.

Systems Thinking – the ability to focus on how an issue being reviewed interacts with the other components of our systems.

Strong Customer Service Orientation – the desire and ability to provide friendly and flexible services that resolve concerns in a timely fashion in accordance with the appropriate processes and procedures.

Physical Requirements:

Specify the amount the position will be required to LIFT/CARRY frequently:	Up to 20lbs.
Specify the amount the position will be required to PULL/PUSH frequently:	Up to 20lbs.
Indicate the rate in which this position will be required to:	
Bend:	Occasionally
Twist	Occasionally
Squat	Occasionally
Climb	Occasionally
Kneel/Crawl	Occasionally
Reach/Reach Overhead	Occasionally
Finger Dexterity/Fine Manipulation	Continuously
Sit	Frequently
Drive	Occasionally
Basic Life Functions:	Hear See Speak Stand Walk



Unique Vision Requirement: Indicate any unique vision requirement of the position. (Examples: able to read and detect color coding, read fine print, etc.)	N/A
Work Setting: Indicate the work setting the duties are performed in.	Office Environment.
Indicate the level of unique work conditions this position will encounter.	
Extreme Temperatures:	N/A
Fumes/Odors/Mists/Dusts:	N/A
Confined Areas/Spaces:	N/A
Extreme Sounds/Noises/Vibrations:	N/A
Potential Hazards Exposure	N/A
Other Working Conditions:	N/A

Equipment Utilized:

Desktop computer literacy, to include proficiency with Microsoft Office applications (Outlook, Word, Excel, PowerPoint), Internet, and various other software applications used within the district for operations, administration and reporting.

Basic office equipment including telephone, computer, printer, photocopier, etc.

Please Note: The employee must demonstrate the ability to perform the essential functions of the position, with or without accommodation.

ACKNOWLEDGMENT:

This position description describes the essential functions and qualifications for the position. This document does not exclude an opportunity for modifications consistent with providing reasonable accommodation. This position description is not a contract. Your signature indicates that you have read this position description and understand the essential functions and qualifications of the position.

Employee Name: _____
(Print Please)

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Director of PCD Signature: _____ Date: _____

