



California Fire Safe Council  
**ASSOCIATE GRANT SPECIALIST**  
**SALARY RANGE: \$54,525- \$62,704**

**About California Fire Safe Council:**

The CFSC is a non-profit organization with a statewide mission to prevent catastrophic wildfire impacts to California citizens and communities. The CFSC employs approximately 12-20 people from around the state in a hybrid telework program and has a tightly knit team that is dedicated to the mission. We have a range of federal, state, and private grant programs as well as a Grants Clearinghouse that supports moving large grants to grassroots groups at the local level in support of wildfire prevention and mitigation. We are seeking candidates who are self-starters, enjoy working with either detailed plans or big picture projects or both, and who are passionate about making a difference in wildfire resiliency for California.

**Job Description:**

The Associate Grant Specialist reports to the Clearinghouse Manager. They provide technical assistance and program guidance to a diverse array of grant recipients; they ensure compliance with grant requirements, policies, and procedures; monitor grantee progress on accomplishing the scope of work described in the grant application; and ensure grant funds are spent in accordance with grant regulations. The Associate Grant Specialist works independently and is responsible for 30 grants assigned to them. They may work either as part of the Grants Clearinghouse in support of the grants pass-through program to local groups, or may work within the Programs and Outreach arm of the CFSC managing and implementing specific project grants to support targeted wildfire mitigation programs.

The Associate Grant Specialist works primarily in an online computer environment utilizing grant management software, database programs, and Microsoft Office Suite programs. The Staff Grant Specialist participates in the organization's Telecommuting program which may require up to 5 days per month in the shared office in Sacramento (travel reimbursement is provided). Daily communication with supervisors, co-workers, grantees and applicants, funding agencies, and others is done using a variety of software platforms and direct phone. Travel for training, meetings, and site visits anywhere in the state will be required. The CFSC is currently operating under full COVID-19 stay-at-home practices until further notice with no shared office or travel requirements.

This is a junior-level position within a group of 3 Grant Specialist series that is comprised of:

- Associate Grant Specialist – entry level with no minimal grant experience needed
- Staff Grant Specialist – mid-level with a college degree and some grant and wildfire mitigation experience
- Senior Grant Specialist – college degree, extensive grant experience and ability to lead wildfire mitigation projects

**Qualifications and skills:**

- Experience in grant application, grant management, and/or wildfire mitigation project management
- Is expected to achieve in excess of 80% utilization towards assigned grants

- Successfully demonstrated an ability to manage a large scale project, budget, and deliverables
- College degree in management, planning, finance or administration, or related natural resources and environmental services fields
- Strong and effective verbal and written communication skills
- Strong computer skills and familiarity with Microsoft Office Suite, online programs, and database systems
- Demonstrated work ethic and strive to work independently and meet deadlines
- Ability to develop and maintain positive working relationships with CFSC staff and board of directors, local Fire Safe Councils, grantees, funding agencies, and other organizations
- Ability to maintain confidentiality regarding organizational and subgrantee information
- Ability to comply with policies and procedures of CFSC and grant programs
- A strong personal connection and commitment to the mission and goals of CFSC
- Experience working with a geographically dispersed workforce that teleworks
- Outstanding interpersonal skills that demonstrate an ability to work productively with a variety of people and groups with varying interests
- Creative and innovative techniques for performing assignments
- Upon returning to work, post Covid-19, must be available for out-of-town monitoring visits, meetings, and other events. Evening and weekend work required on occasion
- Knowledge of and experience with California's issues surrounding wildfire

**Duties:**

- Assist applicants with understanding and completing grant applications
- Review grant applications for compliance with program requirements
- Assist in the development of grant training manuals and resource materials
- Perform pre-award reviews and risk assessments of applicant grantee organizations
- Evaluate grantee payment requests for approval and submit to the appropriate supervisor
- Analyze grantee reports checking for timely submittal, complete and accurate data, and supporting documentation which demonstrates project performance and proper expenditures
- Perform on-site and remote monitoring of project progress, fiscal records and grant documentation
- Proficient use of online grant management tools to track grant and grantee performance
- Perform grant closeout and check that final reports and documentation are submitted and that unused grant funds are returned
- Prepare data and narratives on grants for reports to funders
- Report serious grant problems, including noncompliance and poor performance along with suggested solutions and actions to the appropriate supervisor
- Become educated on Fire Safe Councils, Firewise Communities, Fire Adapted Communities and Community Wildfire Protection Planning
- Attend training and conferences on grants management, wildfire prevention and mitigation and other related subjects
- Maintain complete files and activity logs for grants

- Over time become proficient and participate in Community Outreach, Fire Safe Council development, and Fire Safe Council Education
- Perform other duties as assigned

**Preferences:**

- Two years experience in grant application, grant management, and/or wildfire mitigation project management
- Successful completion of or willingness to complete federal or state grant certification courses such as least two major courses towards 2 CFR 200 regulation certification
- Financial/budgeting experience

California Fire Safe Council complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities unless such accommodation would cause an undue hardship. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact [careers@cafiresafecouncil.org](mailto:careers@cafiresafecouncil.org).

**To Apply:** Please submit a resume and cover letter to [careers@cafiresafecouncil.org](mailto:careers@cafiresafecouncil.org). For more information: <https://cafiresafecouncil.org/about-us/careers/>.