STAFF GRANT SPECIALIST
JOB DESCRIPTION
SALARY RANGE: $62,385 - $74,056

GENERAL SUMMARY
The Staff Grant Specialist reports to the Clearinghouse Manager. They provide technical assistance and program guidance; 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 Staff Grant Specialist works independently and is responsible for 10-15 grants assigned to them.

The Staff Grant Specialist works primarily in an online environment utilizing grant management software, database programs, and Microsoft Office Suite programs. This is a remote position but 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.

This is full-time, exempt salaried position eligible for Medical, Dental, Vision, Life Insurance, IRA contribution with employer match, Sick, Vacation and other PTO.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

• Develop work and outreach plan for grant application, metrics and disbursement criteria based on grant guidelines.
• Assist applicants with understanding and completing grant applications.
• Review grant applications for compliance with fiscal and programmatic 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 them to the appropriate supervisor.
• Track budget expenditures and prepare advance payment requests for grantors.
• 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.
• 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
• Become educated in Code of Federal Regulations (2 CFR 200) and California Public Resources code regulations after six months from hire.
• Attend training and conferences on federal, state and private grants management, wildfire prevention and mitigation and other related subjects
• Maintain accurate files and activity logs for grants
• Is expected to learn and/or experience effective mitigation measures used in the field to reduce the threat of wildfire.
• Perform other duties as assigned

QUALIFICATIONS:

• Working knowledge of forest health and fire resiliency in California
• At least 3 years of experience in forestry, conservation, ecology, natural resources, or a related field. Good mentoring, math, and organizational skills.
• A strong personal connection and commitment to the mission and goals of CFSC.
• Competent with federal and state grant regulations and advise grantees and applicants on proper implementation for compliance.
• Successful completion of federal or state grant certification courses such as least two major courses towards 2 CFR 200 regulation certification
• Experience in the development, formulation, or coordination of programs, policies and procedures, special grant programs, and/or contracts
• Coordination of learning events, training programs, or gatherings of practitioners
• Strong working knowledge of hardened homes, defensible space, and hazardous fuel reduction
• Excellent facilitation, leadership, and community organizing skills
• Knowledge of media, communications, social media, online networking, community organizing and volunteer coordination, governmental structures, agencies and policies, the diverse population and cultures of the state, workshop and training methods, techniques and tools
• Successfully demonstrated an ability to manage a large-scale project, budget, and deliverables
• 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
• Knowledge of and experience with California's issues surrounding wildfire

PREFERENCES:

• Knowledge of state and local Evacuation Planning Standards or best practices
• Financial/budgeting experience
PHYSICAL DEMANDS/ WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands and fingers, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Work environment is usually hectic/fast paced with frequent short deadlines and instances of unusual situations.

Any CFSC staff member must be fully vaccinated for COVID-19. Individuals who are not fully vaccinated are required to have a qualified medical or religious exemption.

This job description does not cover all the activities, duties or responsibilities required of this role. Omission of specific statements of duties does not exclude them from the position if the work is similar or related to the position. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice to accommodate the needs of the organization. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

To Apply: Please submit a resume and cover letter to careers@cafiresafecouncil.org. For more information: https://cafiresafecouncil.org/about-us/careers/.