

Grants & Development Manager

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 Details

FTE: Full Time (40 hours/week)
Compensation: Starting at \$60,809 (depending on experience)
Position Type: Regular (benefit eligible)

Required Qualifications

Bachelor's Degree in Natural Resources, Agriculture, Public Administration or a related field.

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.

Excellent technical writing skills and strong technical understanding of natural resources conservation, research/monitoring, and education/outreach.

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.

Experience managing multiple, diverse issues.

Experience in grant and contract administration.

Ability to work independently and as part of a team.

Valid, unrestricted driver's license.

Preferred Qualifications

Master's Degree in Natural Resources, Agriculture, Public Administration or a related field.

Professional knowledge of policies and practices of Conservation Districts.

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

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).

Project Management Professional (PMP) Certification.

Working knowledge of NRCS conservation practices, standards, and planning process.

Experience with BIAS software for financial and grants management.

Proficiency with Smartsheet for collaboration and work management.

Experience with WA BARS accounting system.

Application Instructions

To apply, please click the link [here](#).

Please be prepared to submit a letter of interest, resume, three professional references, and writing sample (preferably a funded grant proposal that was authored by the applicant). Applications that do not include all required items will not be considered. Review of applications will be on a continuous basis and the position will remain open until filled. Palouse Conservation District is an equal opportunity employer.

Position Description

To view a full position description, please click the link [here](#).