

UPPER WILLAMETTE SOIL & WATER CONSERVATION DISTRICT

3291 W 1st Ave. Eugene, OR 97402 • 541.852.6680 • admin@uwsxcd.org • www.uwsxcd.org

Grant Management Specialist Position Announcement

Open Date: 1/18/2023

Closed Date: Until Filled

Reports to: District Manager

Employment Status: At Will Employee

Salary Grade: Grant Management Specialist \$63,800 – \$94,813

Starting Salary: \$63,800/Annually

Work Location: Hybrid Telework/District Office in Eugene, Oregon

Eligible for Overtime Pay: No, this is an exempt position. However, per District policy overtime is eligible for compensatory time if pre-approved.

FTE: 1.0

Desired Start Date: Based on availability.

General Position Summary:

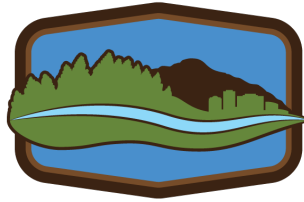
The Upper Willamette Soil and Water Conservation District is seeking an experienced, skilled, self-motivated, team-oriented individual to join the district administrative staff as our Grant Management Specialist. This full-time position will be responsible for managing the district's grants program covering both internal and external grants. Duties include, but are not limited to, working with management staff to select the district's grant tracking software technology, determine eligibility and project criteria for grant programs, provide reports and updates to the district board and staff on grant programs. This position will work with partners and other organizations to ensure efficient and effective delivery of the district's grant programs.

Application Instruction:

Please fill out a district position application (on the district website www.uwsxcd.org), a current resume (maximum two pages), cover letter (maximum one page), and three references. In your resume and cover letter, please highlight your experience in relation to the essential functions listed by the position description provided. Bilingual applicants and applicants with professional or lived experience in lieu of education requirements are encouraged to apply.

All application materials will be **reviewed on a regular basis**. Send your completed materials (email or mail accepted) to:

Leslie Owens, Administrative Specialist
Upper Willamette Soil and Water Conservation District 3291 W. 1st Ave.



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For emails use the subject line “Grants Management Specialist”

Equal Employment Opportunity and Diversity, Equity, and Inclusion Statement

The Upper Willamette SWCD is an equal opportunity employer, providing services to the public without discrimination against race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

The district recognizes the reality of modern-day systemic racism that has maintained disparities that limit opportunities for groups of people based on race, culture, and other characteristics. The district believes that an organizational commitment to diversity, equity, and inclusion is essential to its mission and the development of a more resilient watershed and community.

Studies have shown that women, BIPOC, Persons with Disabilities, and Neuro Divergent individuals are less likely to apply for jobs unless they believe they are able to perform every task in the job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. The district will consider any equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Veterans Preference

Under Oregon Law, qualified veterans may be eligible for veterans’ preference when applying for UWSWCD positions. If you would like to be considered for veteran’s preference, please provide qualifying documents with your application submission.