

UPPER WILLAMETTE

SOIL & WATER CONSERVATION DISTRICT

Grant Management Specialist Job Description

Reports to: District Manager

Employment Status: At Will Employee

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:

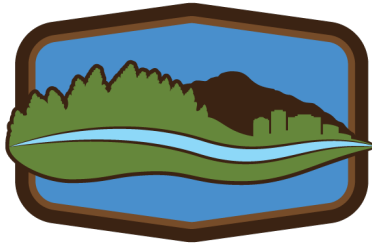
The Grant Management Specialist shall work with the District Management Team as part of the district's administrative staff to manage and monitor the district's internal grant programs. This position will be the primary contact for districts constituents, conservation partners, local native American Tribes, educational institutions, governmental conservation agencies and non-profit or for-profit organizations, who are interested in obtaining UWSWCD grant funding.

Primary duties include administration and coordination of multiple district program grant funding opportunities. Work to assist the District's Programs Manager and Fiscal Manager to ensure that district resources are dispersed in an equitable, efficient, timely manner. Ensure that the district grants program follows a commitment to Diversity, Equity, Inclusion (DEI).

Essential Functions:

Development and implementation of District's Grant Management Program (85%)

1. Work with management team and board to research and implement grant management software technology.
2. Assist in development of grant program eligibility criteria.
3. Develop data base for grant application intake and tracking to completion of project.
4. Development of specific program application materials.
5. Monitoring of proposed grants from application to project completion.
6. Track on-going grant expenditures, provide financial information to the district fiscal manager.
7. Coordinate with district's grant reviews teams to ensure timelines are met.
8. Coordinate timeframe for program grants open and close submission dates.
9. Communicate with all district staff keeping them informed on funding opportunities available for individual grant programs.
10. Develop monitoring protocols for grant programs.



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11. Work with district media/outreach specialist to ensure grant opportunities are disseminated to the public in a timely fashion and reach all sectors of community within the district.
12. Provide programmatic and administrative support, oversight, and coordination for other grant programs within the UWSWCD.
13. Work with the Board, District Manager, and Programs Manager to craft policies and procedures including prioritization and eligibility criteria for projects.
14. Provide the Board and staff with reports, information, and recommendations regarding the grant programs.
15. Work with other funders in a variety of fields to ensure strong partnerships where appropriate, and to better coordinate and align activities and investments to improve the reach and impact of UWSWCD grant funds.
16. Maintain a positive relationship with community leaders, organizations, and media sources regarding the program. Stay informed on programmatic and legal developments relevant to this work; inform the Board, District Manager, and programs Manager as appropriate.
17. Frequently lead the recommendations, development, coordination, and implementation of program elements, policies, operating procedures, forms, templates, and materials related to the grant programs.

District Team Member and Organizational Support: (10%)

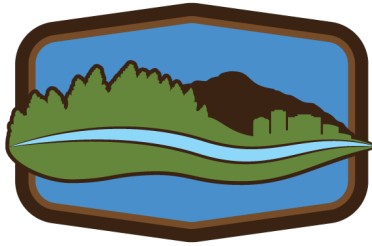
18. Serve as the Upper Willamette SWCD subject area expert and primary point of contact for grant issues; provide advice and consultation to other UWSWCD staff on related issues and activities.
19. Work with Programs Manager, District Manager and Board members to ensure the programs/Grants committee meetings are prepared for and undertaken to maximize effectiveness.
20. Contribute to the development of organizational plans, budgets, and reports.
21. Actively participate and contribute to the District's DEI strategies.
22. Actively participate in team building and organization-wide activities and meetings

Other Responsibilities: (5%)

23. This position is required to complete at least 20 hours/year of professional-level skill refresher training.
24. Other duties as assigned by the Programs Manager and/or District Manager.
25. In collaboration with the district's hiring process, assist the hiring team in screening, interview potential new hires as assigned.
26. Participate in Diversity, Equity, and Inclusion (DEI) training as needed or assigned.

Working Conditions and Physical Requirements:

- **Working Environment:** This position involves primarily indoor office work, some outdoor field work may be required, along with frequent travel to partner organizations and project sites. If site visits are required, the work may require walking long distances across sloped or uneven terrain, sometimes in inclement weather. The Grant Management Specialist shall have an assigned desk, telephone, and computer at the Upper Willamette SWCD office. The Upper Willamette SWCD currently utilizes a hybrid- model work schedule for its employees. Attendance



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at public and other external events is required as needed. These events may occur outside normal working hours, including evenings and weekends. Occasional overnight travel to attend conferences and trainings may be required.

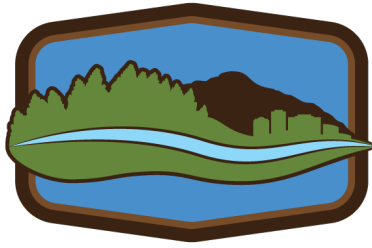
- **Requirements:** To perform the duties of this position, the Grants Management Specialist must serve as an incidental motor vehicle operator. This requires the operation of a motor vehicle on both public and private roads during daylight hours and occasionally after dark, during inclement weather. A valid driver's license and driving record which meets UWSWCD insurance standard is required. The Grant Management Specialist may choose to use their own vehicle or some other mode of transportation to perform their job duties. Should the employee choose to use their own vehicle, they must maintain insurance to comply with Oregon laws. Mileage will be reimbursed using the State of Oregon mileage rate. The position may require travel throughout the Upper Willamette SWCD area and/or across the state.
- **Guidelines:** Performance of assigned duties are completed in accordance with established procedures. These procedures include the Upper Willamette SWCD annual work plan, district policies and procedures, Oregon Department of Agriculture Guidelines for SWCDs, Oregon public contracting law, and Oregon public meetings law. The individual who holds or desires the position must be able to perform all tasks and responsibilities in this job description unaided, or with the assistance of reasonable accommodation. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Minimum Qualifications:

- Minimum 5 years grant oversight and administration experience in a professional environment required, and professional experience in natural resource-related field preferred; or a combination of education or equivalent lived experience and related professional background.
- Preferred: 2 years College education in business administration or related field

Job Skills

- Experience with grants management and administration, and a demonstrated ability to execute the life cycle of a grant, from application to implementation to completion, including budgetary oversight.
- Experience in developing and/or implementing conservation related programs or projects.
- Understanding of the nature and complexity of current conservation challenges, with demonstrated ability to discuss natural resource conservation issues.
- Knowledge of non-profit organization governance, management and administration, and the challenges faced by non-profit organizations.
- Commitment to the principles of diversity, equity, and inclusion.
- Strong interpersonal skills, ability to work with a variety of people, engage in challenging conversations, and be sensitive to multiple perspectives.
- Ability to work independently, be proactive and self-directed.
- Skill in clearly presenting supporting facts and data justifying the rationale for specific recommendations and alternatives.



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- Excellent organizational, time management, and project management skills.
- A high level of attention to detail.
- Ability to create, monitor and adhere to a fiscally responsible budget.
- Excellent written, oral communication, and public speaking skills.
- Ability to present and explain program information in plain language to applicants, grantees, partner organizations, community groups, Upper Willamette SWCD Board and staff.
- Proficient in standard office procedures, software, and communications technology. Ability to use Microsoft Office, Google-Suite, and standard communications platforms effectively and efficiently. Experience with grants management software platforms preferred.
- Ability to work with an elected Board of Directors and successfully navigate a political environment.
- Ability to ensure compliance with Upper Willamette SWCD policy, state, federal and local requirements.

Diversity, Equity, and Inclusion

The district's work will only be successful if we are able to truly partner with all facets of the community, engage with respect, authentically listen, and have the courage to share decision making, control and resources with others. The district is committed to continuously evaluating and updating our programs to better serve people and communities of color. In recognition of the need to address unconscious bias, remove cultural barriers in our programs and eliminate disparities in our work, the District's Board of Directors is working toward a vision for racial equity, the need for it, and how the district will hold itself accountable.

This position supports diversity, equity, and inclusion by incorporating the principles of equity and inclusion in all aspects of the job and by participating in provided, self-directed, or self-initiated diversity, equity, and inclusion trainings.

Work as a team member with peers, District staff, and the district management team to represent and forward the District's Vision, Mission, Organizational Values and Strategic Goals; Support district outreach to historically underrepresented communities to assure broad representation and input from a diversity of community stakeholders.

Non-discrimination: Deliver and ensure all services are provided without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status. This position performs all job duties in a manner that consistently demonstrates fairness, cooperation, and respect for forward co-workers, office visitors, and the public in the performance of official business.