



WILDLANDS RESTORATION VOLUNTEERS JOB ANNOUNCEMENT

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Title of Position: Grants Manager

Location: This position will be based at WRV's Boulder office at 3012 Sterling Circle

Supervised by: Executive Director

Status: Full-Time Permanent Exempt

Wildlands Restoration Volunteers (WRV) seeks a highly detail-oriented and organized individual to translate our mission of engaging the community in restoring ecologically important lands to help meet ambitious public and private fundraising goals. The Grants Manager works closely with the Executive Director, Director of Programs, Director of Development and Program Managers on fundraising strategy, proposal development, grant management, and post-award reporting. The Grants Manager supervises no staff but may oversee volunteers.

Duties and Responsibilities:

- Research potential public and private grant opportunities
- Review RFPs and other publications to ensure we can comply with submission requirements
- Communicate with program staff about funding opportunities and relevant projects
- Communicate with potential grantors to ensure that our organization and/or projects are a good fit for funding opportunities
- Prepare submission documents, including proposal narrative, budget, budget justification and supporting documentation, ensuring compliance with guidelines and submission requirements
- Monitor projects funded by grants for compliance
- Serve as liaison for the organization on issues regarding grants
- Represent the organization in discussions and negotiations with outside agencies
- Work collaboratively with program staff to communicate pre-award and post-award organizational and grantor requirements
- Maintain electronic file repository of grant/award information
- Work with finance and program staff to produce financial and programmatic reports and invoices
- Perform routine audits of payroll and expense transactions for program staff to ensure expenses are properly calculated and documented
- Ensure all staff hours are properly allocated to appropriate grants and contracts
- Compile data from program staff and subcontractors on grant-funded projects
- Track and manage grant timeline performance objectives and ensure that deliverables are met
- Review and analyze the financial impact of grant proposals
- Other duties as assigned

Qualifications:

- Bachelor's degree from an accredited college or university
- A minimum of 2 years of recent and successful experience in programmatic and financial grant management, grant compliance, and administration of federal, state, and local grants
- Strong initiative, high integrity, credibility, and a commitment to the organization's mission
- Mature professionalism, and the ability to exercise independent judgment and discretion in grant-related matters



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- Proven organizational, interpersonal, written, and oral communication skills
- Excellent and demonstrated analytical skills and the ability to interpret data, grant terms and conditions, grant rules, laws, and regulations
- Exceptional ability to exercise self-motivation and facilitate collaborative working partnerships
- Ability to work outside of regular business hours, on occasion
- Ability to manage large data sets
- Ability to handle multiple tasks and deadlines with interruptions in a busy office environment
- Computer skills including word processing, spreadsheets, internet research, and basic desktop publishing
- Conservation/environment/volunteer service organization experience strongly preferred

Physical Demands:

- Ability to operate computers, phones, mobile devices and office equipment
- Ability to interact with youth, volunteers, sponsors, and clients on a daily basis
- Ability to work at a desk for long periods of time
- Ability to successfully manage multiple, high-priority tasks in a fast-paced environment

Application Process: By October 19, please email a resume and a cover letter describing how your qualifications are a fit for this position to katherine@wlrv.org. Please include your salary requirements.

Compensation: This is a full-time permanent exempt position. Compensation will be commensurate with experience.

About Wildlands Restoration Volunteers: WRV is a 501(c)(3) non-profit organization, based in Boulder and Fort Collins, Colorado. WRV connects people with nature and promotes community-based involvement in the care of public lands. We engage volunteers (youth and adults) in a wide variety of hands-on ecological restoration and other land stewardship activities. Volunteers see the positive impact they can have on our public lands and develop a deep love of the places they have helped to heal. As a force for empowering individuals to "make a difference," we have completed over 1,000 projects since 1999, with over \$10 million of volunteer time contributed toward the stewardship and restoration of public lands throughout Colorado and southern Wyoming. To learn more, visit our website at www.wlrv.org.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. Additionally, selection for and retention in this position is contingent on a successful background investigation.

Wildlands Restoration Volunteers does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

WRV will provide reasonable accommodation to applicants with disabilities, where appropriate. Applicants requiring reasonable accommodation for any part of the application or hiring process should indicate this at the time of application.