



National Association of Conservation Districts

Position Title: Grant Specialist

Position Description: The National Association of Conservation Districts (NACD) is seeking a Grants Specialist that will be responsible for administering the organization's portfolio of grants, agreements, and contracts. This position will manage our subgrant programs and work closely with our funding partners to define requirements and outcomes, draft applications, support monitoring and reporting, and ensure overall compliance.

Responsibilities:

- Administer NACD's grant and contract funded programs and facilitate the lifecycle administration of NACD's grant and contract portfolio, such as:
 - Monitor NACD performance, progress, budgets, and spend (including sub awardees)
 - Coordinate with staff to compile and submit required reports (e.g., quarterly and final performance reports; SF-425; requests for payments or advances)
 - Initiate and/or process amendments; monitor option exercise dates
 - Support audit and close-out activities
- Lead and coordinate all subaward (pass-through) grant activities including, but not limited to:
 - Coordinate development and implementation of subaward programs and processes, including development of solicitations, webinars or FAQs, etc.
 - Develop and implement processes to evaluate and select proposals
 - Develop and lead process to negotiate and refine proposals (e.g., scope, budgets, etc.)
 - Develop subaward documents, process amendments or modifications
 - Develop or implement processes and systems to monitor sub awardee progress, budgets; correspond with sub awardees regarding performance or other issues
 - Lead process for sub awardee reports (e.g., provide sub awardees guidance; develop or update reporting requirements and submission portal; review reports to ensure compliance with NACD reporting requirements; aggregate sub awardee reports to develop NACD reports)
- Support development activities including, but not limited to:
 - Track and identify funding opportunities; disseminate relevant opportunities to members (e.g., maintain information hubs) and establish process for issuing reminders for deadlines
 - Engage with sponsors/funding entities to understand their goals and requirements, budgets, etc.
 - Coordinate proposal workstreams and milestones to ensure timely submission
 - Support proposal preparation process, including development of the technical approach and budgets, review of the entire package to ensure quality and compliance with funder requirements, and submission
 - Support negotiation of deliverables, outcomes and metrics, and other terms and conditions



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- Collaborate with NACD's operations to develop and implement financial policies, procedures, and processes; support financial audits as requested
 - Develop and implement risk management procedures, ensuring that NACD's programs and initiatives are in compliance with sponsor/funder requirements and federal regulations, laws, and policies
 - Monitor appropriateness of expenditures on awards and subawards
- Collaborate with NACD's Communication Team to develop outreach strategies and materials that advance NACD programming, for example:
 - Develop success stories, case studies, analyses, etc. that can be disseminated widely to the general public, members, and key stakeholders (e.g., Congressional, agency)
- Track status of activities with funding or other partners (e.g., payments, reports)
- Support NACD's Board of Directors, Committees, affiliates, and other stakeholder groups
- Perform any and all related duties in coordination with the Director of Conservation Programs that advance the mission and purpose of NACD

Required Qualifications:

- Bachelor's degree in related field
- At least three (3) years of grant or contracting experience or at least five (5) years of relevant experience
- Understanding of 2 CFR and administering federal grants and cooperative agreements
- Excellent written and verbal communication skills
- Excellent organizational skills and attention to details
- Ability to develop and track budgets using Excel and other tools
- Strong leadership skills and ability to coordinate large-scale projects
- Strong fiscal management skills, such as budget development and management, and maintaining internal controls
- Travel required (up to 10%)

Desired Qualifications:

- Experience with and/or knowledge of conservation districts, agriculture, or environmental issues

Location: This position is a telework/remote position and reports directly to the Director of Conservation Programs.

To apply: Email resume, cover letter, portfolio and two writing samples to the attention of NACD HR with 'Grant Specialist' in the subject line to hr@nacdnet.org no later than **Friday, December 30, 2022**, to receive priority consideration.