



# National Association of Conservation Districts

**Position Title:** Grants Management Specialist

## **Position Description**

The National Association of Conservation Districts (NACD) seeks a Grants Management Specialist to lead the day-to-day compliance, monitoring, and financial oversight of NACD's federal grants and subaward portfolio. This position also provides administrative support for the full lifecycle of pass-through grants, including pre-award solicitation activities and post-award monitoring and closeout.

The Grants Management Specialist plays a critical role in ensuring compliance with 2 CFR 200 and federal grant requirements, supporting subrecipients in meeting performance and financial obligations, and maintaining strong, proactive relationships with NACD members and partners. The ideal candidate is detail-oriented, compliance-driven, and service-minded, with the ability to communicate clearly with grantees.

## **Responsibilities**

### **Federal Grant Compliance & Risk Management**

- Help ensure that NACD and subrecipient budgets and activities are in compliance with all applicable federal regulations and requirements, including 2 CFR 200 (Uniform Guidance), agency-specific rules, and award terms and conditions
- Monitor grant performance, budgets, and expenditures to ensure funds are used appropriately and within approved scopes
- Maintain complete, accurate, and audit-ready grant files
- Support audits, monitoring reviews, and close-out activities
- Identify compliance risks early and work proactively with staff and grantees to resolve issues
- Review financial and programmatic reports for accuracy, completeness, and compliance
- Serve as a primary internal resource on federal grants compliance, allowable costs, allocability, documentation, and internal controls

### **Financial Oversight**

- Review subrecipient budgets for allowability, allocability, realism and reasonableness
- Help subrecipients forecast cash flow needs and time requests for advances or reimbursements
- Review subrecipients' and contractors' financial reports, invoices, and supporting documentation
- Monitor subrecipient financial reports and expenditures to ensure alignment with approved budgets and award terms; flag potential compliance or budgetary concerns
- Coordinate with NACD finance staff to request, process, reconcile, and track payments
- Assist with budget revisions, amendments, and no-cost extensions as needed



## **Pass-Through Grant Administration (Pre-Award)**

- Support the design and administration of pass-through grant awards using competitive procedures and, when justified, non-competitive procedures in accordance with applicable regulations, policies, and other requirements
- Support the development and administration of grant solicitations and award packages, including scopes of work, performance outcomes and metrics, application guidelines, timelines, and required forms
- Coordinate application intake, including eligibility screening, applicant risk assessments, and verification that proposal packages comply with the RFP requirements
- Assist with reviewer coordination and evaluation procedures, including documentation and justification of award decisions
- Prepare award recommendation materials and draft pass-through grant agreements in accordance with federal and organizational requirements

## **Pass-Through Grant Administration (Post-Award)**

- Support orientation and assist subrecipients with understanding grant requirements, such as reporting, compliance, and addressing corrective actions (as needed).
- Review and assess subrecipient programmatic progress reports, deliverables, and progress toward outcomes
- Manage grant amendments, extensions, and closeout activities, ensuring all deliverables and reports are received and approved
- Track subrecipient obligations, expenditures, milestones, amendments, and closeouts
- Conduct desk reviews/desk audits to verify performance, documentation, and compliance

## **Administrative & Program Support**

- Learn and use grants management systems (e.g., Grant Vantage or similar platforms)
- Maintain accurate and complete grant files and documentation systems
- Track deadlines and ensure timely submission of all required reports and deliverables
- Contribute to the development and refinement of internal grant policies, procedures, and tools
- Provide training and assistance to NACD staff and external partners as needed

## **Member & Grantee Support (Service-Oriented Role)**

- Serve as point of contact for grant and subrecipient questions
- Provide proactive, clear, and responsive communication to subrecipients
- Support grantees beyond minimum requirements to help them succeed and remain compliant

## **Coordination & Internal Collaboration**

- Collaborate with Operations, Finance, and Communication teams
- Coordinate with NACD staff and grantees to compile and submit required performance and financial reports
- Track deadlines, reporting status, and partner deliverables
- Provide limited input on funding opportunities, solicitations, and proposal development as needed



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- Perform duties as assigned in coordination with the Director of Conservation Programs that advance the mission and purpose of NACD

## **Required Qualifications:**

- Bachelor's degree in a related field
- At least four (4) years of experience managing or supporting federal grants, including compliance and financial oversight
- Demonstrated understanding of Uniform Guidance (2 CFR 200)
- Experience managing subrecipients or pass-through entities
- Strong fiscal management skills, such as budget development and management, using Excel and other tools, and maintaining internal controls
- Ability to manage multiple grants and deadlines simultaneously
- Strong organizational, analytical, and attention-to-detail skills
- Strong written and verbal communication skills
- Strong leadership skills and ability to coordinate large-scale projects
- Travel required (up to 10%)

## **Desired Qualifications:**

- Familiarity with conservation districts or state government programs
- Experience with grants management systems (e.g., Grant Vantage)

**Salary Range:** The salary range for this position is \$65,000 - \$75,000 annually.

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

**To apply:** Email resume and cover letter to the attention of NACD HR with 'Grants Management Specialist' in the subject line to [hr@nacdnet.org](mailto:hr@nacdnet.org) no later than **Friday, February 20, 2026**, to receive priority consideration.