



Job Title: Grants Administrator

Reports To: Project Director and Project Support Program Manager Earth Island Institute

Classification: Regular, Part-time, 10 hours a week

### **Grants Administrator Job Description**

The Grants Administrator is a critical role in a habitat restoration project of Earth Island Institute. Under the supervision of South Coast Habitat Restoration (SCHR), a fiscally-sponsored project of Earth Island, and the Earth Island Institute's (EII) Project Services team, the Grants Administrator has three major responsibilities:

- Oversees the financial and record-keeping side of grants made to SCHR.
- Works closely with program staff to ensure accurate financial reporting and procedural compliance on all grants, including governmental grants.
- Provides interface between the Project Manager at SCHR and the Accounting/Finance/Project Support team at EII.

The Grants Administrator works closely with the Project Director to manage \$1-3M in grants received annually, ensure organizational effectiveness and assist in grant compliance. The Grants Administrator helps set-up and manage relevant systems and provides technical assistance as required. S/he is a vital connector for the finance and program staff.

We are seeking an individual with deep financial acumen and robust collaboration and problem-solving skills. This position will provide seasoned guidance on reimbursable public funding contracts and grant award compliance issues as well as key financial and operational best practices.

### **Essential Responsibilities**

#### **Grants Administration and Compliance**

- Work with SCHR and EII finance & program staff to ensure an accurate, timely, efficient and transparent process for the entire grant life-cycle, from proposal to close. This entails pre-award management, reviewing subcontractor contracts, managing invoice processes, tracking payments, reviewing or producing relevant reports, monitoring and post-award management.
- Perform functions of financial administration and reporting to include, but not limited to: preparation and timely submission of grant invoices for payment and reports, development and adjustment of associated budgets, coordination of budgeted funds, screening and processing requests for expenditures and ensuring the timely application for reimbursement from the state.
- Review grant applications and agreements for consistency with Earth Island financial procedures.
- Serve as the resident expert on grant compliance; track grant deadlines (invoicing, insurance, reporting) and all applicable organizational policies and procedures.
- Provide on-going communications to program and finance staff as it relates to grant administration and organizational policies.
- Manage the invoicing and track the expenses for work performed (State, Federal, Foundation, and Fee for Service). This includes reviewing and approving vendor and subcontractor agreements and invoices for payment with an eye for contract compliance.

- Participate in webinars, trainings, and events as applicable.
- Proactively interpret the balance sheet and grant reports as necessary to surface and address issues.
- Research various grant management systems (GIFTS, FoundationConnect, Salesforce) and work in collaboration with program and finance staff to implement new system.
- Serve as the primary administrator for the new grant management system and provide the necessary training to staff; write new standard operations procedures as required.
- Assist in management of all applicable calendars (grants, deadlines).

### **Requirements**

BA/BS degree

5+ years of experience with grants administration and/or compliance (government grant experience required; federal grant experience desired)

Knowledge of grant processes including accounting and financial reporting. Proficient in the use of financial management software to include spreadsheets and databases, required.

Ability to communicate effectively across a broad spectrum of staff, both orally and in writing required.

Ability to think and problem-solve creatively.

Strong project management and time management skills; highly organized and detail-oriented.

Ability to set and revise policies and procedures while brokering buy-in from all stakeholders.

Demonstrated capacity to frame complex situations and present options.

Effective written and oral communication skills.

Ability to provide guidance to people with a wide range of cultural backgrounds, training and experience.

Enjoy working independently and as part of a team.

Proficiency with Microsoft Office required (Word, Excel, Outlook and PowerPoint).

### **Desired Qualifications:**

Nonprofit or philanthropic experience.

Experience with Client/Donor (CRM) Databases preferred.

Contract for services preparation and management.

Can regularly work out of the Carpinteria office.

### **To Apply:**

Submit resume along with cover letter including salary requirements to [ariana@earthisland.org](mailto:ariana@earthisland.org) with Grants Administrator in the subject line.

South Coast Habitat Restoration is a project of Earth Island Institute. This position will be an employee of EII and will work out of the South Coast Habitat Restoration office based in Carpinteria, CA.

Earth Island Institute provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

### **For more information please visit:**

[www.schabitatrestoration.org](http://www.schabitatrestoration.org)

[www.earthisland.org](http://www.earthisland.org)