Position Description

Grants and Contracts Manager

Date Posted: January 15, 2022 | Closing Date: March 15, 2022

Location: Seward (preferred), remote, or Anchorage, Alaska

Salary: Between $60,000 - $65,000 per year; final salary is commensurate with experience, education, and work history.

Benefits: CRRC offers a competitive benefits package that includes 14 annual holidays, personal and sick leave accrual, maternity/paternity leave, 403(b) with employer contribution at 5% of employee salary rate; medical insurance (Federal Employee Health Benefits Program); dental & vision insurance (Principal); and life insurance.

Status: Full time (30-37.5 hours per week); Exempt; Salary. Hours of work are Monday to Friday, 8:30 a.m. to 5:00 p.m., with one hour for lunch. CRRC maintains a drug and alcohol and non-smoking work environment.

The Organization: This position will ideally be located at the Chugach Regional Resources Commission’s (CRRC) Alutiiq Pride Marine Institute (APMI) in Seward, Alaska, however, remote or Anchorage-based may be considered based on candidates. CRRC is a nonprofit intertribal fish and wildlife commission established to address environmental and natural resources issues of concern to its seven member Tribes, located in the Chugach Region of southcentral Alaska. These include Tatitlek Village IRA Council, Native Village of Eyak (Cordova), Port Graham Village Council, Nanwalek IRA Council, Chenega IRA Council, Qutekcak Native Tribe (Seward), and the Valdez Native Tribe. As a major subsidiary of CRRC, APMI conducts marine research and monitoring with a strong focus on mariculture, climate change, and general biology and physiology relating to health and resilience of native marine and coastal species of southcentral Alaska. Learn more at our website: www.crrcalaska.org.

Position Description: CRRC is seeking an experienced Grants and Contracts Manager to join our team and manage $8-$10 million in grants and contracts each federal fiscal year from over 10 different granting agencies and private contracts. This position works closely with the Executive Director, Mariculture Director, Finance and Administration Manager, and Cost Controller to oversees government grants, manages relationships with private and public foundations, and works with the Executive Director and Board to create a development strategy. The Grants and Contracts Manager’s primary responsibility is to ensure compliance with funder requirements as outlined in each grant agreement. The main duties of this position include the development reports, data tracking, processing and analysis, as well as coordinating with the Finance Department in regard to the invoicing process related to cost reimbursable grants. The Grants and Contracts Manager will prepare all contracts and grant reports and collaborate with respective partners and stakeholders. The grants and contracts manager also collaborates with program management on technical report development, data oversight and related outcomes. The grant and contracts manager will assist in the development and submission of grant applications and is available for technical assistance in grant management to all tribal governments in the Chugach region.
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The ideal candidate will be someone who can build and maintain consistent internal processes for our organization, while also thriving in the flexible, dynamic, and fast-paced environment of a growing and reflective nonprofit.

Responsibilities: Specific responsibilities include, but are not limited to:

- Coordination with staff in the accounting and administrative departments
- Oversee government grants and submit accurate and timely reports as assigned
- Organizing and recording grant agreements, contacts, and reporting milestones within Accufund
- Serve as the main point of contact with grant and contracting agencies/organizations
- Create and implement an annual development plan for private and public foundations
- Manage relationships with foundations. This includes initiating contact, overseeing communication, writing proposals and related reports and maintaining the donor database
- Maintain a schedule that ensures accurate and timely submission of proposals, reports, and letters of interest
- Integrate newly released compliance requirements from 2 CFR 200, (uniform guidance) into all legally binding agreements, policies and procedures.
- Continually monitors grant, contract and subaward activity to ensure compliance with funder policies and requirements.
- Identify and facilitate collaborations with current funders, such as volunteer opportunities, and corporate sponsorships
- Identify, research, and solicit potential sources of funding
- Lead the development of policy changes as they pertain to grant accounting, sub-award compliance and overall grant management.
- Apply for grant and foundation funding with organizational team members
- Oversight of all aspects of grant specific audits
- Educate staff and acts as a resource on grant compliance matters
- Maintain grant and contractual records according to CRRC and funder policies
- Manage the end-to-end contract and grant administration process
- Administers fiscal reporting of federal, state, or other granting agencies to meet compliance and regulatory requirements.
- Ensure compliance with applicable laws and regulations (e.g., Uniform Guidance), organizational policies and procedures, and internal controls
- Submit programmatic and technical reports, no cost time extension requests, and invoices to funders.
- Organize, streamline, and maintain organizational processes for maximum efficiency
- Prepare and present quarterly grants and contracts updates to the Board of Directors
- Oversee subaward agreements funded by numerous prime awards
- Work closely with the Finance and Administration Director and Executive Director to develop annual operational budgets
- Provide management and direction towards grant processes for pass-through programs, RFP, allocation processes, budget, grant management software and reimbursement practices in accordance with grants management best practices.
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- Manage the contract administration process and oversees or drafts contractual documents for vendor contracts and subaward agreements
- Support subrecipients and subcontracts with gathering the correct backup documentation prior to submitting documents to the Finance staff for invoicing/billing to funders
- Maintain knowledge of government contracts and foundation grants and respective budgets to assist in compliance with finance and administrative guidelines, deadlines, and audits
- Write various grant proposals for community development projects or programs
- Interpret and analyze the impacts of complex legal documents on the organization’s programs or projects goals and objectives
- Oversee review, approval, tracking and follow-up of subawardee and subcontract invoices as well as other externally funded vendor invoices
- Oversee the maintenance of central grant files, contract and subaward documents.
- Maintain all grant reporting deadlines; provide the focal point for all such required reporting
- Use financial analysis, critical thinking, and problem-solving skills to analyze data and develop meaningful solutions to specific problems
- Lead all pre-award proposal creation, administration and budgeting for fiscal agent clients.
- Perform other duties as assigned in support of organizations management function of CRRC.

Qualifications:

- A degree in finance, project management, accounting or related field.
- At least 4 years of experience working within development, including grant writing and related government contracts management. Master’s degree may substitute for 2 years’ experience
- Experience in grant management, non-profit accounting and federal grant management; AccuFund experience is a preferred
- Experience in accounting, budgeting, financial analysis, Microsoft Excel and computerized accounting systems is desired
- Able to work independently, submit accurate documentation, and seek guidance when needed
- Ability to work in a team environment, have the capacity to problem solve and work independently and share the enthusiasm of the current staff
- Ability to establish collaborative relationships with staff and provide leadership when appropriate
- Ability to meet heavy deadlines and juggle multiple demands with ease
- Knowledge of federal purchasing and procurement procedures
- Experience organizing, coding, and tracking classifications for projects that utilize multiple grant and donor funds
- Experience building, monitoring, and consistently reporting on budgets
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- Highly organized, efficient, solutions- and detail-oriented with excellent administrative and time management skills.
- Pro-active and strategic mindset that enjoys improving existing systems collaboratively
- Demonstrated ability to work successfully both independently and within a team environment
- Strong communication and interpersonal skills, ability to communicate effectively and comfortably with partners of different backgrounds and experiences
- Excellent verbal and written communication skills

Note: This job description is not intended to be all inclusive and employee may perform other duties as appropriate.

Employee is expected to embrace, support and promote the core values of respect, integrity, trust, compassion and quality which align with CRRC’s Mission and Vision through their actions and interactions with all staff, and partners.

THE CHUGACH REGIONAL RESOURCES COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER. PREFERENCE IS EXTENDED TO QUALIFIED AMERICAN INDIAN INDIVIDUALS FOR APPOINTMENTS TO ALL POSITIONS ON THE STAFF OF THE CHUGACH REGIONAL RESOURCES COMMISSION (Public Law 93-638 Indian Self-Determination and Education Assistance Act, Indian Preference Act, and the Indian Civil Rights Act, 1968 apply).

Incumbent will be subject to a pre-employment background check and reference checks. Must possess a valid Driver’s license.

Will be required to serve a 90-day probation period.

How to Apply: To apply or make inquiries, email your credentials or questions to Willow Hetrick-Price at willow@crrcalaska.org. Submit a resume, cover letter, and 3 professional references, BIA Form 4432 (if claiming Indian Preference) to: Willow Hetrick-Price at willow@crrcalaska.org. Communications will be treated in confidence and resumes will be accepted until position is filled. Resume reviews begin immediately.