



JOIN OUR TEAM

NOW HIRING

GRANT MANAGER

**CLEAN WATER,
HEALTHY SOILS.**

The Association of Illinois Soil and Water Conservation Districts (AISWCD) is seeking a conservation professional to join our small team as the next Grant Manager. This position is responsible for all aspects of the administration and management of a large cooperative federal grant agreement.

APPLICATION MATERIALS ACCEPTED UNTIL FILLED.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage all grant agreement processes according to the terms of the grant agreement
- Oversee the job of invoicing, accounting, reporting, and other administrative functions to ensure successful execution of the grant agreement.
- Prepare and submit financial and other reports as requested
- Perform and provide for quality control assurances
- Maintain records of all payments and receivables and prepare monthly records for all grant related activities.
- Monitor grant agreement budget and expenditures and ensure effective program.
- Train and provide support and assistance to all sub-grantees
- Identify and develop strategies to optimize the grants administration process
- Keep the relevant staff informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities

ESSENTIAL SKILLS AND ABILITIES

- Good understanding of the organization's overall business and its objectives
- Excellent project management skills with experience in managing and supervising administrative projects
- Posses excellent organizational skills
- Possess good knowledge of planning and strategizing financial and budgeting issues
- Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail
- Proficient in using computers with related knowledge of software programs, such as Microsoft Excel

DESIRED EDUCATIONAL BACKGROUND

- BA/BS and or 3+ years working in the realm of conservation
- Experience working in USDA-NRCS or SWCD office is highly desirable

DESIRED PROFESSIONAL BACKGROUND

- Experience managing state or federal grants, budgeting, accounting, and the audit process
- Experience working in conservation and agriculture

SALARY AND BENEFITS

- Salary range is \$30k - \$48k, commiserate with experience
- Employer paid health insurance package
- Paid time off which includes holiday, vacation, personal, and sick

HOW TO APPLY

- Email application materials to Executive Director Grant Hammer with the email subject line "Grant Manager Application Materials"
- Please submit a single pdf document which includes the following components in this order; cover letter with desired salary range, professional resume, and three professional references with contact information