



California Fire Safe Council Staff Grant Specialist/Forester

Purpose of Position:

The Staff Grant Specialist/Forester, under the direction of the Clearinghouse Manager, provides essential technical grant administration assistance and program guidance. This position will also facilitate in-house support regarding forestry compliance as well as technical support to community wildfire practitioners.

The Staff Grant Specialist/Forester ensures compliance with grant requirements, policies and procedures; monitors grantee progress on accomplishing scope of work described in the grant application; and ensures grant funds are appropriately allocated in accordance with grant regulations. The Staff Grant Specialist/Forester works independently and is responsible for various grants as assigned, and as part of the grants management team to ensure effective and efficient administration of the Grants Clearinghouse mission.

Duties:

- Assist applicants with the grant application business process and ensure compliance with program requirements
- Collaborate in the development of grant training manuals and resource materials
- Perform pre-award reviews and risk assessments of applicant grantee organizations
- Work in conjunction with the Business Manager to evaluate grantee payment requests and approvals
- Analyze quarterly grantee reports to ensure timely submittal, complete and accurate data, and supporting documentation which demonstrates project performance and proper expenditures
- Perform on-site and remote monitoring of project progress, fiscal records and grant documentation
- Perform grant closeout to ensure unused grant funds are returned; and final reports and documentation are submitted
- Prepare data and narratives on grants for reports to funders and the CFSC Chair/Board of Directors
- Report and provide mitigation recommendations on serious grant problems, including noncompliance and poor performance, to the Clearinghouse Manager, and/or the Executive Director
- Serve as the subject matter expert in the support of staff inquiries; and provide training regarding permitting for fuel-hazard reduction projects
- Provide education and training to Fire Safe Councils and other community wildfire practitioners regarding best practices and permitting for fuel-hazard reduction
- Participate in statewide regulatory discussions and processes regarding permitting for community-based fuel-hazard reduction projects
- Maintain current knowledge and understanding of Fire Safe Councils, Firewise Communities, Fire Adapted Communities and other community wildfire practitioners
- Attend training and conferences on federal grants management, wildfire prevention, and other related subjects
- Organize and maintain complete, accurate files and activity logs for grants
- Participate in community outreach, Fire Safe Council development, and Fire Safe Council education
- Perform other duties as assigned



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Qualifications:

- Completion of a four-year degree in management or a natural resources-related field
- More than two (2) years of demonstrated grants management experience
- Verification of the successful completion of at least two core courses towards 2 CFR 200 regulation certification
- Current certification as a California Registered Professional Forester
- Valid California Driver License

Other desirable knowledge, skills and abilities:

- Demonstrate positive progress towards certification required for grant management
- Strong and effective verbal and written communication skills
- Strong computer skills and familiarity with Microsoft Office Suite, online programs, and intranet database systems
- Strong time management; work ethics; organizational; and time management skills
- Ability to work independently and meet deadlines
- Ability to demonstrate team ethics to support and participate in a small team environment
- Ability to develop and maintain positive working relationships with CFSC staff and Board of Directors, local Fire Safe Councils, grantees, funding agencies, and other organizations
- Ability to maintain confidentiality regarding organizational and sub-grantee information
- Ability to comply with policies and procedures of CFSC and grant programs
- Able to communicate potentially complex forestry issues and permitting options to the lay person
- General understanding of current regulatory environment related to fuel-hazard reduction
- Ability to perform basic mathematics with accuracy
- Ability to function effectively in a multi-functional, fast-paced work environment
- Ability to communicate in an open and clear manner with staff, supervisors/managers, grantees, applicants, funding agencies, etc.
- Ability and willingness to perform site visits in adverse mountainous conditions and uncertain terrain.

Work Environment:

The Staff Grant Specialist (RFP) office is primarily based in the shared office facilities in Sacramento performing tasks in an online computer environment utilizing grant management software, database programs, and Microsoft Office Suite programs. Occasional travel for training, meetings, and site visits are required.

To Apply: Please submit a resume by August 22, 2019 to Michaela Martinez, mmartinez@cafiresafecouncil.org. For more information, call 916-256-4392.