



## California Fire Safe Council

### Associate Grant Specialist

Salary range \$54,525 -\$62,704

#### **Purpose of Position**

The Associate Grant Specialist, under the direction of the Clearinghouse Manager, provides essential technical grant administration assistance and program guidance.

The Associate Grant Specialist 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 Associate Grant Specialist 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.

#### **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 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, to demonstrate project performance and proper expenditures
- Perform on-site and remote monitoring of project progress, fiscal records, and grant documentation, including periodic site visits to subgrantees in remote locations
- 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 Executive Director, Chair, and/or Board of Directors
- Report and provide mitigation recommendations on serious grant problems, including noncompliance and poor performance, to the Clearinghouse Manager, and when appropriate the Executive Director
- 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, state, and private grants management, wildfire prevention, and other related subjects
- Organize and maintain complete, accurate files and activity logs for grants
- Participate in education in effective mitigation measures used in the field to reduce the threat of wildfire.
- Participate in community outreach, Fire Safe Council development, and Fire Safe Council education
- Perform desk audits to ensure subgrantee compliance

#### **Qualifications:**

- Two years of demonstrated grants management experience
- Completion of a two-year (four year preferable) college degree in management, planning, natural resources, or other related field
- Valid California Driver License



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#### Other desirable knowledge, skills and abilities:

- Experience working with federal, state, and private grants
- Willingness to complete 2 CFR 200 regulation certification
- 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
- 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 Associate Grant Specialist is 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.

May consider resumes meeting the requirements of the Associate or Staff Grants Specialist level. Two positions may be available at this time. Qualifications, duties, responsibilities, and salary will be commensurate with the classification level selected.

**To Apply:** Please submit a resume and a cover letter to Michaela Martinez [mmartinez@cafiresafecouncil.org](mailto:mmartinez@cafiresafecouncil.org) by **February 27, 2020**. For questions, contact Amber Gardner via email [agardner@cafiresafecouncil.org](mailto:agardner@cafiresafecouncil.org) and phone 916-256-3337.