Job Title: Conservation Grant Manager
Job ID: 27426
Project Name: Pacific Coop Studies Unit
Full/Part Time: Full-Time
Regular/Temporary: Regular

Job Summary
Regular, Full-Time, RCUH Non-Civil service position with the Pacific Cooperative Studies Unit (PCSU), grant and contract management and budget planning and oversight tasks related to the Wildlife, Invasive Species, Natural Area Reserves and other related conservation grant and funding programs located on the Island of Oahu. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds. Minimum Monthly Salary: $3,837.00.

Duties: Coordinates and oversees conservation grant programs. Provides budget planning and reporting services. Oversees the Hawaii Invasive Species Committee (HISC) Research and Technology grant program and Wildlife Conservation grant programs. Coordinates with grantees to ensure timely contract establishment and grant reporting. Ensures that project data are organized and made available to cooperating departments and agencies. Coordinates annual meeting with the HISC Research and Technology Committee and other conservation grant review committees related to the program areas. Serves as author for the yearly progress report on the Research and Technology section of the HISC Plan. Monitors budget and expenses. Provides HISC public outreach grant management and ensures that measures of effectiveness are met by all grantees. Facilitates the project funding transfer to cooperating agencies. Attends HISC Working Group meetings. Assists in drafting changes to the annual plans associated with the conservation grant programs. Provides grant management services to related grant programs. Provides status reports on grant programs Minimum Qualifications: Education: Bachelors Degree from an accredited four (4) year college or university in Biological, Biomedical, or Environmental Science with basic/related biology courses. (Bachelors Degree in non-related field with three (3) years of experience in environmental planning with grant or fiscal management responsibility will be accepted). Experience: Five to seven (5-7) years of related work experience, of which three to five (3-5) years of experience in environmental planning with project administration and management responsibility. Abil/Know/Skills: Knowledge of the Hawaiian environment, community, economy, and politics. Knowledge of conservation issues including invasive species. Knowledge of computer programs, such as excel and accounting programs, which aid in the organization and implementation of projects. Knowledge of planning, scheduling, and conducting environmental related grants and projects. Knowledge of evaluating and recommending ways to improve the effectiveness and efficiency of programs. Knowledge of State contracting and procurement
procedures. Able to organize and plan natural resource projects. Demonstrated skill in summarizing findings and recommendations, as well as, proficiency in oral and written presentations. Able to estimate costs associated with natural resource projects. Able to project budget requirements for future program needs. Skill in planning, scheduling and conducting environmental related grants and projects and evaluating and recommending ways to improve the effectiveness and efficiency of programs. Must be proficient with a PC and be able to use Microsoft Word, Excel and PowerPoint. Must possess a valid drivers license. Physical/Medical Requirements: Requires ability to occasionally inspect research sites and field operations on foot and/or via helicopter and participate in ground and/or aerial searches for invasive species in difficult terrain. Must be able to complete basic helicopter safety course and rappelling training within twelve (12) months of hire. **Desirable Qualifications:** Administrative experience reviewing funding proposals. Knowledge of pertinent laws and regulations regarding invasive species in Hawaii. Knowledge of threats from incipient alien plant and animal invasions in Hawaii. Experience working with control of invasive species in Hawaii or elsewhere. **Inquiries:** Chris Buddenhagen 587-4154 (Oahu). **Application Requirements:** The preferred method of applying for a job is through our on-line application process. Please go to www.rcuh.com, click on Employment and navigate to Job Announcements/Apply for a Job. However, if you do not have access to the Internet, you may apply by submitting resume; cover letter including Recruitment ID#, referral source, narrative of your qualifications for position and salary history; names, phone numbers and addresses of three supervisory references and copy of degree(s)/transcripts/certificate(s) to qualify for position by fax (808) 956-5022 or mail to Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822 before the closing date. EEO/AA Employer.

**Please apply before:** 08/07/2008