Grants and Contracts Manager (santa cruz)

The mission of Island Conservation is to prevent extinctions by removing invasive species from islands. To date, Island Conservation has protected 967 populations of 338 plant, animal, and reptile species and 338 seabird colonies on 51 islands around the world. Island Conservation is headquartered at the Long Marine Laboratory in Santa Cruz, California. IC's staff of 39 is based in California, with satellite offices in Charleston, Portland, Kelowna, British Columbia, the Galápagos Islands, Ecuador and Santiago, Chile. Island Conservation's work is funded, in part, by grant agreements and contracts with international, federal, and state agencies, private foundations, and partner nonprofit organizations.

Summary
We are seeking a skilled individual who will identify, solicit, administer and steward a portfolio of grants and contracts awarded to Island Conservation. This Grants and Contracts Manager will serve as an integral part of the Philanthropy Team and will participate in additional Philanthropy projects as needed. We are looking for a team player with a positive attitude, one who will work well with a diverse set of individuals and organizations. To be successful in this position, the candidate will have an unusually strong passion for detail combined with an ability to focus on "big picture" priorities to advance the mission of Island Conservation. This is a full time permanent position.

Job Duties
Working with the Philanthropy Team, Finance Team, and Conservation Operations staff, the Grants and Contracts Manager will:
• Administer all aspects of government-funded awards and grant agreements which fund Island Conservation's work, including:
  - identifying new opportunities for funding from government and foundation sources
  - coordinate and set meeting agendas for senior-level staff to evaluate funding opportunities and strategies;
  - extensive writing and reviewing of funding proposals;
  - reviewing project budgets from Conservation Operations and Science Department staff and tailoring them to funder specifications;
  - researching coordinating, reviewing, and submit grant applications to federal and non-federal funders;
  - ensure that the terms and conditions of agreements are met and properly documented by maintaining the grant/contract database, managing grant/contract files, directing contract/agreement review and execution, tracking timelines, deliverables and budgets, tracking all grant/contract restrictions, and tracking all matching funds;
  - coordinating financial reporting with the Finance Team;
  - supporting IC's annual audit as necessary; communicating directly with agency contracting officers to clarify or negotiate financial and administrative requirements of agreements including no-cost extensions and closing of awards;
  - communicating with IC Conservation Operations and Finance staff to maintain up-to-date information about grant/contract requirements and restrictions, budgets, deliverables, and milestones; and
  - coordinating grant/contract programmatic reports and assisting with report writing for contracts and a subset of grants.
• Other duties include:
  - assisting with maintenance of IC's Salesforce database; and
  - providing support to Philanthropy staff, including preparing contribution acknowledgement letters, scheduling appointments, and other duties as needed.

The Grants and Contracts Manager will spend 75 to 90% of their time conducting grant-writing and
other fundraising activities. Contract administration duties may vary from 10 to 25% of his/her duties.

Professional Qualifications
• A passionate commitment to IC's mission to saving species.
• At least five years of relevant experience, including grant or contract management and grant-writing, in progressively more responsible positions.
• Excellent written and verbal communication.
• Experience in federal grant administration strongly preferred.
• Proven ability to analyze and synthesize complex information.
• Experience developing and maintaining tracking and filing systems.
• Experienced with databases and web-based tracking and management systems.
• Ability to prioritize and manage multiple tasks effectively.
• Experience coordinating with staff located in geographically isolated areas.
• Experience motivating higher-level staff to set and accomplish objectives and meet deadlines.
• Passion for maintaining organized systems and ability to pay close attention to detail.
• Demonstrated advanced problem solving, decision making, and initiative.
• Advanced experience with Microsoft Office Suite. Experience with Salesforce a plus.
• Bachelors or higher degree.

Personal Attributes
• An ability to listen to others and learn from their best ideas.
• Personable, respectful, trustworthy, diplomatic, and an exceptional professional demeanor.
• Ability to perform under pressure and meet deadlines.
• A flexible and enthusiastic approach to work, including the humility and grace to work effectively with others in a collaborative workplace.
• An open and positive attitude interlaced with a sense of humor.

Compensation
Island Conservation offers salary and benefits that are competitive with other international not-for-profit conservation/environmental organizations; compensation will be commensurate with experience.

To apply email your resume and a cover letter to jobs@islandconservation.org
No phone calls please!

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"Island Conservation is the world's most effective organization in terms of species saved from extinction per dollar spent."

Michael Soule, Cofounder, the Society for Conservation Biology