



## Arkansas Game and Fish Commission Employment Job Posting

GRANTS MANAGER - AGFC GRANTS MANAGER

POSITION NO: 22095845

### **POSTING INFORMATION:**

Advertisement Opens: Feb. 3, 2021

Advertisement Closes: Feb. 24, 2021

Full Time: Yes

Salary: \$50,222.00 - \$50,222.00 Annually

### **POSTING REQUIREMENTS:**

#### Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in business administration, accounting, or a related field; plus four years of experience in the administration of grants, contracts or related area, including one year in a supervisory or leadership capacity.

**OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE HUMAN RESOURCES CHIEF.**

#### Preferred Education and/or Experience:

Master's degree or equivalent preferred in the fields of biology, zoology, botany, wildlife, fisheries management, or a related field.

#### Knowledge, Abilities, and Skills:

Knowledge of grants, contracts, and special funding programs.

Knowledge of grant implementation, monitoring, and fiscal control practices.

Knowledge of state budgetary and accounting practices and procedures.

Ability to plan, organize, and direct the work of others.

Ability to develop, monitor, and evaluate grant program compliance.

Ability to prepare, present, and review oral and written technical information and reports. Ability to communicate effectively orally and in writing.

### Preferred Knowledge, Abilities, and Skills:

Proficiency with Microsoft Office software; Ability to prioritize, use time efficiently and effectively and make strategic decisions; Ability to work independently and manage time to meet deadlines; Thoroughness and attention to detail; Ability to research, assess relevance, and analyze issues from multiple perspectives, assimilate information, reach sound conclusions, make appropriate decisions and recommendations; Ability to work cooperatively with others to develop and implement solutions to achieve mutually desired results; Ability to handle multiple simultaneous demands/projects by organizing, prioritizing competing deadlines, and completing work accurately and on time; Ability to work the number and schedule of hours needed to accomplish assigned tasks and regular job responsibilities; Demonstrated skill working as a constructive member of a team, including the free sharing of information and technical expertise as needed; Ability to adapt quickly and effectively to changes in work objectives, processes, and technology. Experience in grant writing including researching grant sources, writing grants, and reporting; Ability to assimilate complex and technical information from various sources and prepare clear, persuasive communication using various writing styles to meet the needs of the donor/granter communications; Demonstrated success in securing and managing foundation and/or government grants; Knowledge and understanding of conservation, biology, ecology, or related field; Excellent grammar and written communication skills, including the ability to draft, proofread and edit grants and reports.

### **POSTING DETAILS:**

#### Position Location:

City: Little Rock, Arkansas

Office: Little Rock Central Office

Division: Research

#### Job Summary:

The Grants Manager is responsible for managing the administration of designated grant, contract, and/or special programs. This position is governed by state and federal laws and agency policy.

#### Typical Functions:

Directs the activities of a small to medium-sized professional and administrative support staff through lower-level supervisors, including hiring, training, evaluating job performance of subordinates, and coordinating work assignments.

Coordinates and monitors the implementation of grants, contracts, and/or loan programs by overseeing funding procedures, developing goals and objectives, and monitoring implementation to ensure compliance with institution policies, laws, and regulations.

Prepares financial reports, negotiates funding sources, monitors disbursements and invoices involving granting and contracting agencies, and allocates resources for programs.

Prepares statistical reports by analyzing grant information, develops record keeping procedures, and disseminates information to program participants and funding sources concerning new programs or changes.

Reviews grants for compliance, recommends reallocation of funds, and researches and recommends sources for new funding.

Performs other duties as assigned.

Specific Duties and Responsibilities:

A professional-level position within the Research Division of the AGFC. This position supports the mission of the AGFC by seeking, competing for, acquiring, managing, and reporting on competitive grants available to state conservation agencies across all divisions, including Wildlife Management, Fisheries, Education, Law Enforcement, Research, Fiscal, and others. Individual selected should have the ability to actively seek competitive grants to financially supplement the current and ongoing activities of the AGFC. This individual will work closely with AGFC leadership and various division staff to determine priority submissions, track grant expenditures, grant budgets, and all mandatory grant reporting requirements.

This position will lead and oversee a competitive grants program with a statewide, multi-dimensional scope. Cultivate relationships with AGFC personnel to understand agency and program needs to increase competitive advantage. Engage in regular, effective work planning meetings with AGFC leadership and various AGFC division personnel. Actively search for new funding sources to support AGFC programs, conservation management, and research, communicate opportunities with program staff and AGFC leadership of new funding opportunities. Write, edit, and package well-crafted proposals that include letters of inquiry, compelling project descriptions and detailed budgets, logical frameworks, progress/stewardship reports, grant agreements, and other materials as needed. Manage each stage of the grant process with agency staff, from the proposal development stage to proposal submission, to notification and reporting and acknowledgment.

Performs other duties as assigned.

Certificates, Licenses, or Registrations:

NONE

Special Job Dimensions:

NONE

Other Specific Information:

Enter the AGFC organization and become familiar with the extensive number of ongoing programs and projects, and then actively search for external funding opportunities to aid in current budgets and increase the performance and efficiency of the AGFC. Develop, maintain, and regularly update an archive of project proposals to reflect the current status of individual projects. Periodically travel to project sites to enhance program knowledge aimed at improving grant writing and management.

Understand natural resource management and have the ability to clearly and effectively communicate with conservation agency professionals. Be willing to learn and engage in the various activities of AGFC staff, including but not limited to, Wildlife Management Division, Fisheries Division, Education Division, Law Enforcement Division, Research Division, Fiscal Division, and various other agency personnel. Use databases to track and record grant and program activity, maintain lists, perform information queries, generate reports, and maintain deadlines and schedules. Perform related responsibilities as required or assigned.

All applicants are subject to a criminal background check.

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.