



Arkansas Game and Fish Commission Employment Job Posting

GRANTS MANAGER - AGFC GRANTS MANAGER

POSITION NO: 22095845

POSTING INFORMATION:

Advertisement Opens: May 18, 2021

Advertisement Closes: June 11, 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:

Professional experience or graduate degree preferred in the fields of biology, zoology, botany, wildlife, fisheries management, or a related conservation 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:

Experience in the grant process, 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 grant proposals and reports.

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.

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:

This position will lead and oversee a competitive grants program with a statewide, multi-dimensional scope. This position supports the mission of the AGFC by seeking out, competing for, acquiring, managing, and reporting on competitive grants available to a state conservation agency in order to financially supplement the current and ongoing activities of the AGFC.

This position will be housed within the Research Division, a support division within AGFC. The individual will work closely with staff across all divisions, including Wildlife Management, Fisheries, Education, Law Enforcement, Research, Fiscal, and others. The individual will cultivate relationships with AGFC personnel across these divisions to understand agency and program needs. They will engage in regular, effective work planning meetings with AGFC leadership and division personnel, actively search for new funding sources to support AGFC programs, conservation management, and research, and communicate new funding opportunities with program staff and AGFC leadership. In collaboration with agency personnel, the selected individual will draft proposals and create budgets, fitting agency needs into grant request frameworks. Upon successfully receiving grant funds, the individual will track grant expenditures and meet all mandatory grant reporting requirements until the conclusion of the project.

This individual will manage each stage of the grant process with agency staff, from the proposal development stage to proposal submission, to notification and reporting and acknowledgment. Periodic travel to project sites to enhance program knowledge aimed at improving grant writing and management is anticipated. The individual may also perform other duties as assigned.

Certificates, Licenses, or Registrations:

NONE

Special Job Dimensions:

NONE

Other Specific Information:

All applicants are subject to a criminal background check.

Applications must include complete work history and references. Applicants

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