



- Position:** RCPP Grants & Contracts Manager
- Location:** Moses Lake, Washington
- Type:** Full-time (40 hours per week), non-exempt, hourly position. This position is supported by and contingent on available grant funding.
- Pay Range:** \$32 - \$38 per hour, depending on experience.
- Supervisor:** CBCD Executive Director
- Opening Date:** March 14, 2024
- Closing Date:** Open until filled. First round of reviews on April 1, 2024.
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DESCRIPTION

Columbia Basin Conservation District (CBCD) is seeking an experienced professional to manage multiple grant awards that CBCD has received through the Natural Resources Conservation Services' Regional Conservation Partnership Program (RCPP) for the [Odessa Groundwater Replacement Program](#), currently totaling over \$40 million in awards. The RCPP Grants & Contracts Manager will be responsible for overseeing and coordinating all activities related to securing and managing RCPP grant awards.

The RCPP Grants & Contracts Manager will work with CBCD staff, partners, and producers to perform project and grant management activities, including tracking and reporting project timelines, budgets, progress, outcomes, and partner contributions. The RCPP Grants & Contracts Manager will also be responsible for managing competitive procurement processes, including developing and managing Requests for Proposals, evaluating and selecting contractors, and managing awarded contracts.

The successful applicant will be detail-oriented, work well under pressure, have strong communication, coordination, and project management skills, and be a team player. With tremendous support from our OGWRP partners, producers, and legislators, CBCD will continue to aggressively pursue additional RCPP awards for the OGWRP to help conserve as much as our remaining groundwater as quickly as possible for current and future generations.

MAJOR DUTIES

- Performs RCPP project and grant management activities, including tracking and reporting project timelines, budgets, progress, outcomes, and partner contributions on time.
- Coordinates development of new RCPP proposals in collaboration with CBCD staff, partners, and producers.
- Manages competitive procurement processes, consistent with state and federal laws, including developing and managing Requests for Proposals, evaluating and selecting contractors, and managing awarded contracts.
- Coordinates and attends meetings and events with CBCD staff, partners, producers, and legislators related to securing and managing CBCD's RCPP awards and the greater OGWRP.
- Writes news articles and stories, conducts tours, speaks to groups, and collects pertinent information for public education and to advance the OGWRP.
- Other duties as assigned.

DESIRED KNOWLEDGE, SKILLS & ABILITIES

- Interest in and commitment to natural resources enhancement and public education.
- Demonstrated ability to interact professionally with diverse co-workers, partners, and community members, including a service-oriented attitude.
- Demonstrated ability to manage projects, grants, contracts, and budgets with detailed requirements and tight deadlines.
- Demonstrated ability to successfully seek and write grant proposals.
- Ability to successfully manage multiple priorities and deadlines.
- Possesses strong communication skills, including technical writing and interpersonal communications.
- Possess strong organizational skills to successfully manage multiple projects.
- Ability to take initiative, work well with team members, and adapt to new processes.
- Ability to constructively problem-solve.
- Possesses strong computer skills in word processing, spreadsheets, email, scheduling, PowerPoint, project management software, and ability to learn specialized computer programs to manage work.

REQUIRED QUALIFICATIONS

- Bachelor's degree in a related field; Master's degree preferred.
- Minimum of 3 years of experience in grants management or a related field.
- Strong knowledge of compliance management and contract administration.
- Proven experience in proposal writing and strategic planning.
- Excellent organizational skills with the ability to manage multiple projects

- simultaneously.
- Valid, unrestricted driver's license.

PREFERRED QUALIFICATIONS

- Working knowledge of local, state, and federal conservation programs.
- Familiarity with federal acquisition regulations (FAR) and other relevant laws and regulations.
- Experience working with Smartsheets, Salesforce, or other grant and project management software is highly desirable.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

- Ability to work outdoors in all weather conditions and on rough or uneven terrain.
- Ability to sit or stand for long periods of time in a standard workday.
- Ability to drive a vehicle for long periods when travel is needed.
- Ability to lift, pull, carry, push up to 40lbs, bend, twist, squat, climb, kneel/crawling, reach overhead.
- Ability to exercise caution and maintain all safety requirements.
- Ability to work occasionally beyond an 8-hr workday or on the weekend.

CONDITIONS OF EMPLOYMENT

- Subject to satisfactory background investigation and/or fingerprint check.
- Must possess and maintain a valid state motor vehicle operator's license for the type of vehicle(s) operated to perform the duties of this position. This may require the operation of a motor vehicle in both public and private roads during daylight hours and occasionally after dark.

Benefits: Benefits include the CBCD's benefits package, including medical insurance, paid holidays, vacation, and sick leave.

To Apply: Send a cover letter, resume, and references electronically to kristina-ribellia@columbiabasincd.org.

If you have questions about applying or need accommodation during the application process, please contact Kristina Ribellia, CBCD Executive Director at kristina-ribellia@columbiabasincd.org.