



ASSOCIATE GRANT SPECIALIST JOB POSTING

SUMMARY: The Associate Grant Specialist provides support to the Programs/Grants team by assisting with grant administration, compliance monitoring, and program tracking. This position reports to the Grants Manager and may work under the guidance of Staff or Senior Grant Specialists to support subrecipients; ensure compliance with grant requirements, policies, and procedures; and assist in maintaining efficient grant administration processes. This position should have a working knowledge of all other positions to provide support as needed.

This position is remote with some travel, applicants must reside in California. See “OTHER REQUIREMENTS” section for more information on travel responsibilities.

FLSA STATUS: Non-Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned. All work performed by the Associate Grant Specialist will be reviewed and overseen by a Senior Grant Specialist and/or the Grants Manager.

Grant Management & Administration (50%):

- Assist with developing pre-award processes, including grant management system setup, program design, and communication with applicants.
- Review grant applications for completeness and compliance.
- Assist in performing pre-award reviews and risk assessments of applicants.
- Evaluate subrecipient payment requests and review supporting documents for compliance.
- Support the grant closeout process, ensuring timely submission of reports.
- Track the return of unspent grant funds.
- Maintain organized grant tracking files and workbooks.
- Analyze quarterly subrecipient reports, checking for timely submittal, complete and accurate data, and supporting documentation that demonstrates project performance and proper expenditures.
- Participate in on-site and remote monitoring of project progress, fiscal records, and grant documentation.
- Support Staff and Senior Grant Specialist in their preparation for desk audits and site visits.
- Develop and maintain file-saving conventions for Grant Clearinghouse and subrecipient files.
- Pull reports from ZoomGrants to track subrecipient workplan progress and metrics.
- Provide support for grant presentations, and workshops, including PowerPoint development, scheduling, logistics, and communications
- Assist in the development of grant training manuals and resource materials.
- Maintain updated subrecipient contact lists.



Compliance, Financial Management, and Reporting (40%):

- Assist in the development of grant compliance and monitoring policies and standard operating procedures.
- Maintain Grant Clearinghouse master grant calendars and schedules.
- Keep Grant Clearinghouse file and time management systems up to date.
- Compile invoices, source documents, and files to submit to finance.
- Track pending subrecipient payment requests.
- Assist in preparing quarterly, semi-annual, final and closeout master grant reports.

Community Outreach, Capacity Building and Training (10%):

- Provide educational resources/activities for fire safe councils, Firewise communities, fire adapted communities and community wildfire mitigation groups.
- Communicate with subrecipients about CFSC events, workshops, and educational opportunities.
- Supports the planning, logistics, and development of workshops, webinars, and other CFSC events.
- Provide note-taking support during meetings and trainings.
- Assist in the coordination with Communications team on outreach & resource development.
- Attend relevant trainings and conferences on grants management and wildfire mitigation as a representative of CFSC.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory duties.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Associate's degree (A.A.) or equivalent from a two-year college or technical school; or six months to one year of related experience and/or training; or equivalent combination of education and experience.

OTHER REQUIREMENTS: Willingness and ability to travel to conferences, events, trainings, site visits, and meetings, including occasional evening and weekend work and travel; this may be needed up to 3-4 times per quarter depending on the individual's level of experience. Travel to our office in Sacramento, CA several times per year for staff meetings, trainings, and workshops is also likely. Reliable transportation is required to drive to meetings and events, including to remote locations (mileage is reimbursable).

OTHER SKILLS, EXPERIENCE, AND QUALIFICATIONS:

- Strong understanding of clerical procedures and systems, such as recordkeeping and filing.
- Strong work ethic and ability to work independently and meet deadlines.



- Effective verbal and written communication skills.
- Excellent computer skills and familiarity with Microsoft Office Suite, including SharePoint, OneDrive, PowerPoint and Excel, and online grant management software.
- Ability to work independently
- Ability to comply with policies and procedures of CFSC and grant programs.
- Ability to develop and maintain positive working relationships with CFSC staff, board of directors, local Fire Safe Councils, subrecipients, funding agencies, and other stakeholders.
- Ability to maintain confidentiality regarding organizational and subrecipient information.
- Strong work ethic with the ability to work without close supervision and meet deadlines.
- Outstanding interpersonal skills that demonstrate an ability to work productively with a variety of people and groups with varying interests.
- Must be available for out-of-town monitoring visits, meetings, and other events on occasion.
- A strong personal connection and commitment to the mission and goals of CFSC.

OTHER PROFESSIONAL GROWTH EXPECTATIONS:

Must complete the following within the first year of employment:

- Become familiar with all CFSC master grant agreements, budgets, procedural guides, and handbooks.
- Become educated on Fire Safe Councils, Firewise Communities, fire adapted practices, and community wildfire protection planning.
- Attend trainings and conferences on federal grants management, wildfire prevention, and other relevant subjects. Build knowledge relating to community outreach, fire safe council development, and fire safe council education.
- Complete training/certification program in federal grants management.

COMPENSATION: Annual salary range is \$60,356 – \$69,056, depending on experience.

APPLICATION INSTRUCTIONS:

To apply, please use the following web address:

<http://hrtogo.agilehr.com/PrivateCareerPortal/JobDetail.aspx?RequisitionId=79669&SourceId=3775>

to complete your job application and upload your **cover letter and resume**. In your cover letter, please describe how your prior work experience meets the responsibilities and qualifications of the position. Applications will be accepted until the position is filled.