



California Fire Safe Council (CFSC) is seeking applications for a **Staff Grant Specialist**. As a part of the Programs and Grants Team, Staff Grant Specialists are responsible for the administration and development of a grant through its full life cycle from the pre-award through the post-award phase. This includes preparing, maintaining, administering, and reporting on grants; evaluating grant applications to determine the appropriateness of the project and compliance with requirements and standards; monitoring grant awards for progress and compliance; providing technical assistance and guidance to grant subrecipients; and assisting with securing and managing master funds. Staff Grant Specialists report to the Senior Manager for Wildfire Programs and Grants.

This is a full-time, exempt salaried position with no supervisory duties.

ESSENTIAL DUTIES: The Staff Grant Specialist is primarily responsible for grant administration. This position has no supervisory duties. See below for a summary of essential duties. Other duties may be assigned.

Grant Management & Administration:

- Manage a portfolio of grants, contracts, and subawards for the full grant life cycle.
- Understand the structure and intent of the funding programs in which CFSC participates.
- Assist with the launch of new grant programs, including preparing notices of funding, grant training manuals and resource materials, communicating with applicants, populating the application and related forms in the grant software portal, coordinating a review committee, and ensuring thorough documentation of processes.
- Review grant applications to determine the appropriateness of the project and compliance with program requirements.

- Perform pre-award reviews and risk assessments of applicant organizations.
- Review grantee reports to ensure timely submittal, complete and accurate information, and supporting documentation for programmatic and fiscal compliance.
- Review and evaluate grantee payment requests for completion and compliance.
- Monitor and assess grant budgets, expenditures, and financial reporting to ensure compliance with funder guidelines.
- Participate in on-site and remote monitoring of subrecipient progress through site visits and desk audits. This includes reviewing fiscal records, administrative records, and other forms of grant documentation.
- Prepare data reports and grant accomplishment narratives.
- Coordinate grant closeouts. This includes ensuring final reports and documentation are complete, all funding is accounted for, and unused grant funds are returned.
- Assist in the development of grant training manuals and resource materials.
- Provide technical assistance and guidance to grantees and other stakeholders.

Compliance and Reporting:

- Versed in the current federal and state regulations, policies, and guidelines for grant administration.
- Assist with the preparation of timely progress reports, impact data, and narratives on grants for leadership and funders as requested.
- Monitor grantee progress and compliance, report concerns in a timely manner, and implement remedial action.

Capacity Building, Outreach & Wildfire Mitigation:

- Maintain familiarity with Fire Safe Councils, Firewise Communities, Fire Adapted Communities, and other community-based organizations for wildfire prevention and mitigation to effectively support efforts in community outreach, education, and programmatic support.

- Maintain familiarity with various wildfire planning, preparedness, prevention, and mitigation strategies used to reduce the threat of catastrophic wildfire.
- Provide educational resources, materials, and information to Fire Safe Councils, Firewise Communities, Fire Adapted Communities, fire agencies, and other community-based organizations or wildfire practitioners on the topics of wildfire mitigation.
- Attend/participate in and present at trainings, conferences, events, and meetings on grants management, wildfire prevention and mitigation, and other relevant subjects.

DESCRIPTION OF JOB LEVELS:

Intermediate-Level: Staff Grant Specialist— Performs complex grant development, coordination, and administration work. Works under general supervision, with moderate latitude for the use of imitative and independent judgement. Employees at this level may work more independently than those at the previous level and may routinely assist other staff in performing job duties of greater complexity. Employees may assist with the launch of programs, compliance monitoring, and developing grant materials.

Note: Factors that may distinguish the intermediate level include the level of independence in performing work, the complexity of work, the volume of grants managed, and may include the employee's related experience, education, and certifications. Employees at this level may perform the full range of duties and may assist others in those duties.

QUALIFICATIONS:

- **Experience & Education:** Two to five years of experience in grant administration, development, coordination, management, and monitoring. Graduation from an accredited 4-year college or university with major coursework in public administration, business administration, natural resources management, or a related field is generally preferred. Experience and education may be substituted for one another.
- **Residency:** Applicants for the Grant Specialist positions must reside in California or obtain California residency prior to beginning the position.

- **Certificates, licenses, registrations:** A current CA driver's license and proof of auto insurance are required.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- **Language skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, members, governmental bodies/boards and the general public. Strong and effective verbal and written communication skills.
- **Travel:** Must be available for out-of-town monitoring visits, meetings, and other events. Evening and weekend work required on occasion.
- **Mission-Driven:** A strong personal connection and commitment to the mission and goals of CFSC.
- **Interpersonal Skills:** Outstanding interpersonal skills that demonstrate an ability to work productively with a variety of people and groups with varying backgrounds. Ability to develop and maintain positive working relationships with CFSC staff and board of directors, local Fire Safe Councils, grantees, funding agencies, and other organizations.
- **Ability to Work Independently:** Strong work ethic with ability to work independently and meet deadlines.
- **Computer Skills:** Strong computer skills, familiarity with online grant management software, and familiarity with Microsoft Office Suite/Office 365, including SharePoint, One Drive, Outlook, PowerPoint, and Excel.
- **Remote work environment:** Able to work in a remote work environment with colleagues, grantees, and stakeholders.

- **Maintain Confidentiality:** Ability to maintain confidentiality regarding organizational and subgrantee information.

COMPENSATION: \$62,385.00- \$74,056.00 annually

APPLICATION INSTRUCTIONS:

To apply, please use the following web address

<http://hrtogo.agilehr.com/CareerPortal/JobDetail.aspx?RequisitionId=80059&SourceId=1300>

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.

If you experience any technical issues with the application link, please email

Fabian@hrtogo.com.