



Grants and Contracts Manager

California Invasive Plant Council
Richmond, CA

- Type:** 30% full-time equivalent (FTE), 12 hours/week, non-exempt.
- Salary:** \$1,458 to \$1,667 per semi-monthly pay period (i.e. \$33.65 to \$38.46/hour, based on a \$70,000 to \$80,000 annual rate at 100% FTE), commensurate with experience.
- Benefits:** Legally obligated sick time.
- Location:** At our office in Richmond, CA, and/or remotely from a site in California.
- Hours:** We are flexible regarding when during the week the hours are worked; some weeks will be busier than others, especially at the end of financial quarters when we submit invoices to our funders for reimbursement.
- Travel:** None required.
- Reports to:** Science Program Director.
- Experience:** 5+ years in program contracts and grants management or in professional accounting-related positions, or bachelor's degree (BA/BS) plus 3+ years in program contracts and grants management or in professional accounting-related positions.

Position Purpose:

The Grants and Contracts Manager handles the grant and contract aspects of our program work, including preparation of accounts receivable invoices to our funders and tracking accounts payable invoices from our subcontractors. The position is part of our program team but will work closely with our administrative team. This position's start date is January 2, 2024 at the earliest.

Duties:

The Grants and Contracts & Grants Manager performs the following core duties:

- Review grant agreements and contracts from Cal-IPC's funders (mostly public agencies); share invoicing, reporting, and other requirements with staff; track reporting schedule to ensure program staff prepare reports on time; secure insurance certifications and other required forms; maintain files and documentation per GAAP standards.
- Prepare monthly or quarterly reimbursement requests for each of our funders; track receipt of payment; help project managers track financial status of projects relative to their budgets.

- Establish contracts with subcontractors; secure insurance certifications and other required forms; collect and review subcontractor invoices; process invoices for payment; code expenses to appropriate accounting categories; maintain files.
- Track in-kind contributions to projects; report matching contributions to funders.
- Support program staff in researching funding opportunities, preparing budgets for project proposals, and preparing progress reports for grants and contracts.
- Communicate as needed with funders, subcontractors, and other partners.
- Support other programmatic or administrative functions as needed.

Qualifications:

This position requires strong experience with managing grants and contracts in the nonprofit sector, an understanding of generally accepted accounting principles (GAAP), and strong interpersonal skills. The following are important abilities for this position:

- Proven time management skills, with ability to track multiple tasks and deadlines.
- Organized with strong attention to detail.
- Enthusiasm, interpersonal skills, and customer service orientation.
- Good professional communication skills.
- Self-starter with resourcefulness to work independently.
- Committed to strengthening equity, diversity, and inclusion in conservation.
- Strong analytical skills and problem-solving ability.
- Proficient with MS Office applications, Google applications, and Zoom.

To Apply:

Submit resumé and cover letter to info@cal-ipc.org by November 3, 2023. Interviews begin the week of November 6, 2023. Open until filled.

The nonprofit California Invasive Plant Council (Cal-IPC) supports land managers protecting California's environment and economy from invasive plants. More information at www.cal-ipc.org. Cal-IPC is an equal-opportunity employer. We believe successful conservation requires social justice. [See our Statement on Equity, Diversity & Inclusion.](#)