



restoring resources. changing lives.

## Staff Position Description

<b>Position:</b>	Grants Manager
<b>Location:</b>	Saint Paul, MN with hybrid and remote options available
<b>Departments:</b>	Administration and Development/Marketing/Communications
<b>Date Posted:</b>	5/19/2022
<b>Reports To:</b>	Executive Director
<b>Salary:</b>	\$60,000 to \$70,000
<b>Schedule:</b>	Monday through Friday, 8:00 AM - 4:30 PM (typical)
<b>Benefits:</b>	Health and dental insurance, paid time off, 401(k) Safe Harbor retirement saving plan

**Conservation Corps Minnesota & Iowa (CCMI)** is a 501(c)(3) nonprofit organization and AmeriCorps grantee that engages hundreds of youth and young adults each year in programs and initiatives that improve access to outdoor recreation, restore natural habitat, protect waterways, and respond to community needs and natural disasters. **Our mission** is to engage youth and young adults in meaningful service, leadership development, and environmental stewardship. **Our vision** is a world in which everyone has equitable access to nature, is equipped to succeed in career and life, and is empowered to make a difference in conserving natural resources. Learn more at [conservationcorps.org](https://conservationcorps.org).

**Our values** embody safety, service, respect, equity, and community. In working toward our vision, we believe that it is important we commit to the following:

- Using equity as a lens for the work we do and decisions we make
- Building a shared vision surrounding Justice, Equity, Diversity, and Inclusion goals with our partnering organizations and communities, and
- Providing an equitable training environment and high-quality programming to all our participants.

Read our full Justice, Equity, Diversity, & Inclusion statement online at:

[conservationcorps.org/about/jedi/](https://conservationcorps.org/about/jedi/).

### Position Summary:

The Grants Manager is responsible for all aspects of the grant management and administration, including planning, writing, submitting, compliance, and reporting related to funding from federal, state, and local government agencies, foundations, and corporations. Specifically, this position plays a leading role in coordinating CCMI's AmeriCorps grants administration through close collaboration with the program director for AmeriCorps Field Crew programs, the program director for Youth and Individual Placement programs, and the AmeriCorps member experience administrator. This position serves as part of the Development/Marketing/Communications team. The successful candidate will be an experienced grant writer who is enthusiastic about CCMI's mission and work.

[conservationcorps.org](https://conservationcorps.org)

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### Key Responsibilities:

- Lead grant proposal development, writing, and submission.
- Serves as the organization representative and administrator for all AmeriCorps grants.
- Work with AmeriCorps program staff to ensure compliance with AmeriCorps grant requirements for member enrollment, management, and exit, interpret and communicate AmeriCorps policy updates internally across all Corps programs.
- Conduct prospect research to proactively identify funding opportunities aligned with the mission and priorities of CCMI.
- Collaborate with program staff and other stakeholders, convene groups to innovate and develop program designs and proposals, and promote partnerships that align funder opportunities with CCMI strategic priorities and objectives.
- Research and seek input from stakeholders, community partners, and other external sources to promote new opportunities for partnership, test and assess new program ideas, and help foster sound, need-based validation for new grant proposals.
- Oversee the development of grant applications and proposals, facilitate teams through the grant development process, create grant budgets, and complete steps to determine financial requirements.
- Design performance measures, identify targets, and ensure valid data collection methods.
- Support program evaluation planning, design, and coordination with third-party evaluators as needed.
- Assist in the development of program theories of change and outcome indicators.
- Provide stewardship of funding awarded by overseeing the process to ensure grant compliance and accurate/timely reporting, including outcomes measurement and fiscal management.
- Maintain ongoing, positive relationships with institutional donors, including grant programs in conjunction with program directors and the executive director.
- Track and report progress toward programmatic outcomes and goals in accordance with requirements and schedules set forth in grantor agreements, communicate data collection needs to program and administrative staff, and coordinate financial requests and reporting with finance/accounting staff.
- Develop and maintain an annual grants work plan, including a schedule for grant proposal deadlines, reports, and compliance, and manage practices and systems to ensure compliance with grant requirements.

### Qualifications:

- Bachelor's degree or equivalent in business management, communications, natural resources, youth development, or a related field, **and/or**
- 4 to 5 years of experience developing, writing, administering, and/or managing compliance for federal, state, or local grants in a nonprofit or public sector environment.
- Experience writing federal or state government grants
- Considerable knowledge of AmeriCorps programming, policies, and procedures
- Experience developing and administering grants, collaborating across teams, within a multi-disciplinary program environment.
- Adept with grant development, including proposal writing, report writing, and management
- Excellent written and verbal communication skills
- Skilled in developing program logic models, performance measures, and evaluation plans
- Detailed-oriented, critical thinker, and methodical project manager
- Strong background in cross-functional collaboration, problem-solving, group facilitation, and project management skills
- Ability to work within firm deadlines

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- Experience with mid-range program planning (1-4 years out)
- Proven teamwork and leadership aptitude

**CCMI requires all employees and AmeriCorps members to be fully vaccinated for COVID-19 OR provide a weekly COVID-19 test.**

*While this position description describes the general nature and level of work performed, it is not an exhaustive list of all responsibilities, duties and skills required. All positions at CCMI may require duties outside of normal responsibilities.*

*CCMI is an Equal Opportunity Employer and is committed to creating an inclusive environment that values the diversity of its staff and members. Employment decision with CCMI will be based on merit, qualifications, and abilities. CCMI does not discriminate in employment opportunities or practices based on race, color, creed, religion, sex, national origin, age, disability, veteran status, military service, union membership, marital status, familial status, sexual orientation, gender identity, status with regards to public assistance, genetic information or any other characteristic protected by law.*

*Women, minorities, and people with disabilities are strongly encouraged to apply.*

**How to Apply:**

Qualified candidates should apply by sending a resume AND cover letter to [HR@conservationcorps.org](mailto:HR@conservationcorps.org). Please include **Grants Manager** in the email subject line.