



## **POSITION DESCRIPTION – CSO GRANTS ADMINISTRATOR**

Coastal States Organization seeks a part-time Grants Administrator, to work up to twenty hours a week. The Coastal States Organization (CSO), a small, 501(c) 4 nonprofit, non-partisan organization founded in 1970 that represents the nation's 35 coastal States and Territories on legislative, regulatory, and policy matters related to coastal and ocean resources.

**Position:** Grants Administrator

**Reports to:** Operations Manager

**Location:** Washington, DC office and/or home office in the Washington DC metropolitan area.

### **POSITION RESPONSIBILITIES:**

The primary role of the Grants Administrator is to perform tasks related to the grants, contracts and cooperative agreements that CSO manages, including record keeping, budget tracking, and meeting all reporting requirements. She/he would also perform other tasks related to CSO's contractual work to support the Coastal States Stewardship Foundation. The Grants Administrator will also work with the Operations Manager to help identify and pursue new funding opportunities as time permits.

#### **Responsibilities:**

- Maintain records for all CSO and CSSF grants, contracts and proposals within the CSO database;
- Keep track of grant reporting deadlines, and ensure that all required documents are submitted in time and after the appropriate review by Executive Director;
- Keep accurate records of grant balances, CSSF budget and expenditures;
- Ensure that all grant agreements and MOUs are up to date and that CSO adheres to all the requirements in a timely manner;
- Organize and take minutes at meetings of the CSSF Board of Directors, and provide other support for CSSF and its Board of Directors as assigned by the Operations Manager;
- Provide support for the annual audit in conjunction with the Operations Manager;
- Research funding opportunities and draft grant applications; and
- Apply for and maintain organizations' Negotiated Indirect Cost Rate Agreements (NICRAs)

**Qualifications:** The ideal candidate is a self-motivated individual who has relevant experience managing and reporting on federal and private grants in a not-for-profit organization. He/she must be familiar with principles and practices of basic accounting. This person must also have the ability to work well alone and as part of a team.

#### **Specific Qualifications:**

- Bachelor's Degree Required.
- Good writing, analytical and problem-solving skills.

- Knowledge of principles and practices of organization, planning, basic accounting, records management and general administration.
- Proficiency in QuickBooks and MS Office Suite (including Outlook and Excel) and a background in finance, accounting and/or development.
- Facility with Grants.gov, federal Invoice Processing Platform (IPP), and the federal Automated Standard Application for Payments or a willingness to learn.
- Highly organized with an excellent attention to detail.
- Strong administrative skills and self-motivated with the ability to set priorities and manage multiple tasks under minimal supervision in effective and efficient manner.
- A demeanor that will fit into an organization that aspires to creating a positive and friendly atmosphere, and an interest in and knowledge about coastal and ocean resources is preferred.

**Salary:** \$40/hr. This is a one year, flexible part-time position that can be extended

**TO APPLY:** Please submit 1-page cover letter and resume with “Grants Administrator” in the subject line to: [jobs@coastalstates.org](mailto:jobs@coastalstates.org). The deadline is May 30, but applications will be considered on a rolling basis so position may be filled sooner. Please apply early!

Coastal States Organization is an equal opportunity employer.