

Lower Elkhorn Natural Resources District Grant Coordinator

Nature of Work

Coordinates the pre-award planning, organization, and preparation, and the post-award administration of various grants assigned to one or more departments of the LENRD. Interacts with departmental and administrative staff to ensure that grants are in compliance with regulatory, funding agency, and policy requirements. Provides guidance and support to staff in the identification and development of grant opportunities. Perform necessary tasks related to fulfilling grant objectives.

Examples of Work

Coordinates the planning and preparation of grant proposals for one or more departments; provides guidance and assistance to staff in the interpretation of funding agency regulations and requirements.

Serves as a liaison between staff and the granting agencies in the budgeting and preparation of grant proposals; researches requirements and compiles and prepares comprehensive budget justifications for staff.

Prepares and compiles all components of each grant submission, ensuring that the proposal is formatted, packaged, and submitted in accordance with granting agency requirements.

Advises and/or assists as appropriate in the design, formatting and preparation of grant documentation, to include creation of computerized statistical summaries and/or graphics.

Develops and maintains databases and systems for recording and tracking grant proposals, awards, and related statistical information; creates and distributes standard and special reports, studies, summaries, and analyses, as required.

Develops and maintains a library of reference documentation, including such information as funding agency requirements and forms, abstracts and reference literature, and other pertinent material.

Provides advice and guidance to staff on the application of grant funding policies, regulations, and procedures; facilitates and supports the research and identification of funding opportunities on behalf of staff, as appropriate.

Monitors and coordinates the administration of post-award grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed; manages administrative problems and/or budget changes occurring during the awarded granting period.

Maintains currency of knowledge of grant funding policies, regulations, and procedures; disseminates and/or presents changes to departments and advises on the implementation of

changes, and on the impact of changes on funded operations.

Facilitate, organize, and support strategic partnership activities with business/industry, community organizations, individuals, and other entities by participating in partnership meetings to promote, educate, and accomplish the goals of the LENRD and awarded grants; assist in negotiations of rules and duties and the drafting of supportive documents.

Provide help as auxiliary support for other NRD staff as requested by the Assistant Manager and/or General Manager. This work may include but is not limited to fieldwork, office work, or public relations.

Knowledge, Skill and Ability

Ability to develop and produce grants and other proposals.

Ability to communicate effectively, both orally and in writing.

Ability to determine informational needs, to collect and analyze information, and to devise and develop statistical analyses and reports.

Knowledge of current developments/trends in area of expertise.

Skill in the use of personal computers and related software applications.

Database management skills.

Ability to analyze and interpret financial data and prepare financial reports, statements and/or projections.

Skill in organizing resources and establishing priorities.

Ability to provide technical advice and information to staff in area of expertise.

Ability to make administrative/procedural decisions and judgments.

Knowledge of grant funding policies and procedures and applicable local, state, federal regulations.

Knowledge of federal, state and/or community funding sources and mechanisms.

Work is primarily performed in an office setting. Physical requirements are minimal.

Minimum Qualifications

Graduation from a two-year or technical college with major coursework in natural resources, supplemented with coursework in business management, public relations or related field; or any equivalent combination of training and experience which provides the necessary knowledge, skill and ability.

Necessary Requirements

Must have a valid Nebraska Driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

This position was prepared to indicate the kinds of activities and levels of work difficulty required of this position. It is not intended as a complete list of specific duties and responsibilities.