



COUNCIL FOR  
**WATERSHED  
HEALTH**

## **GRANTS AND CONTRACTS COMPLIANCE MANAGER**

Position is open until filled. Interviews begin July 29, 2024.

### **ABOUT THE COUNCIL FOR WATERSHED**

Council for Watershed Health (CWH) is a non-profit organization founded over 25 years ago by Dorothy Green to advance the health of our region's watersheds, rivers, streams and habitats both in natural areas and urban neighborhoods. We do this through research, education, and inclusive engagement.

### **ABOUT THE POSITION**

CWH is expanding its Operations and Administration Team. We're hiring a Grants & Contracts Compliance Manager who will ensure that all federal, state, and local government grants applied for and awarded to CWH and subcontractor agreements are in full compliance with federal, state, and local regulations and the related federal, state, and local agency requirements. The successful candidate will join our multi-disciplinary team of experienced professionals focused on water quality monitoring of urban riverine systems; performance monitoring of green infrastructure and nature-based solution; organizing convenings related to watershed and community health; and technical assistance and building capacity of community-based organizations and tribal entities interested in green infrastructure and climate resiliency projects in under-resourced community. If you're well-rounded, a creative problem solver, and have the following competencies and experience, we encourage you to apply.

As a direct report to the Director of Operations and Finance, the Grants and Contracts Compliance Manager provides complete and accurate award management compliance for grants and contracts, memorandums of agreements/understanding, and subcontractor agreements. This position is responsible for reviewing proposals; evaluating and assuring compliance with government requirements and regulation; and terms and conditions of contracts and grants; maintaining communication with project managers to ensure timely execution of contracts and agreements; and analyzing contract and grant documents to develop and implement a compliance system. Additionally, this position will provide guidance and training as appropriate to project managers and team members on contracts administration and regulations. The Grants and Contracts Compliance Manager is required to stay current on new laws and proposed legislation, and interpret the potential impact on current and future contracts and grants. The Grants and Contracts Compliance Manager advises senior management on government contract requirements and procedures.

Other duties include: supervising proposal and application preparation; preparing sub-awardee/subcontractor agreements, terms and conditions, and modification requests; and navigating contract interpretation, conditions, and compliance with legal requirements. In addition, the Grants and Contracts Compliance Manager will recommend contract changes; manage grant/contract amendments and associated processes; and develop strategies for negotiation in alignment with CWH objectives; and co-lead negotiations for contracts and grants.

### **CORE RESPONSIBILITIES:**

- Manage all aspects of pre-award administration and post award activities related to grants, contracts, cooperative and subcontractor agreements.
- Analyze funding announcements and Requests for Proposals for terms and conditions, required application components, and submission requirements.
- Complete relevant application/proposal documents and coordinate with the project team for proposal submissions and tracking of funding award.

- Develop and maintain standardized processes for the review of funding applications through to award of funding.
- Accurately complete all award acceptance and sets up documents as required.
- Provide competent and timely assistance, guidance, and counsel to project managers throughout the life of a project.
- Maintain accurate record/database of executed grants, contracts, and subcontracts for all CWH projects.
- Develop and maintain positive relationships with funding agencies and collaborating/partner organizations.
- Ensure overall quality of compliance documentation.
- Supervise contract and subcontract amendments and related processes.
- Ensure that grant funds are expended in compliance with grantor regulations.
- Directly communicate with the project managers to ensure that grant and contract-related financial reports are in alignment with approved grant and contract budgets and ensure compliance with reporting deadlines and requirements.
- Conduct regular monitoring and audits to ensure legal compliance requirements.
- Identify and address areas of non-compliance and develop and implement corrective action plans as needed.
- Proactively identify issues and opportunities relating to internal grant and contract management processes and propose solutions and/or improvements.
- Maintain a deep understanding of grant regulations, policies, and procedures and communicate changes to relevant staff members.
- Contribute to grant applications trainings of partner organizations.
- Develop and deliver people-centered training and educational materials on grant compliance for CWH staff and partner organizations.
- Other duties as assigned.

### **COMPETENCIES, EXPERIENCE, AND SKILLS**

- Bachelor's Degree from an accredited university in a relevant field
- 5 to 7 years of experience in grant compliance in a non-profit organization or government agency
- Strong knowledge of federal government agencies, federal and state (CA) grant regulations and guidelines
- Familiarity with federal and state financial processes
- Strong attention to detail and ability to identify and address areas of non-compliance
- Excellent analytical and critical thinking skills
- Strong oral and written communication skills; ability to present clearly and effectively
- Excellent organizational and prioritization skills
- Ability to build strong relationships with funders and partners
- Strong ability to self-motivate and work under pressure with limited supervision
- Strong ability to take initiative, think creatively, be adaptable
- Flexibility to assume a workload that frequently necessitates an adjustment of priorities
- Work collaboratively in a multi-disciplinary, team-oriented environment
- Demonstrated ability to interact professionally with funders, board members, partners, and consultants
- Relevant experience with general accounting practices
- 3 years of experience working and/or actively volunteering in non-profit organization, community-based organization, advocacy, or public sector(s) is preferred
- Understanding of CA contract and grant legal requirements

## **POSITION TYPE, EXPECTED HOURS OF WORK, BENEFITS AND COMPENSATION**

- Annual compensation \$87,000 - \$101,500 commensurate with relevant experience, skills, knowledge.
- Full-time, 40-hour work week; evening and/or weekend work may be required. (Part-time considered).
- Benefits package includes:
  - Up to 20 days paid vacation leave per year, max. accrual 30 days
  - 11 paid holidays
  - 10 days paid sick leave per year, max accrual 40 days
  - 100% employer sponsored medical/dental/vision insurance (eligible 1<sup>st</sup> of the month following 30 days of employment)
  - 403b retirement plan with employer contribution
  - Regular team-building activities

## **WORK LOCATION AND SUPERVISION**

Main Office is in Pasadena, CA with access to offices throughout LA County. CWH staff is currently working remote with required regular in-person meetings and events in Southern California.

## **HOW TO APPLY**

Fill out the application (see link below) and provide cover letter, resume, three references, and samples from previous work that demonstrate writing long form (e.g. report, brochure, etc.)

[Grants and Contracts Compliance Manager Apply](#)

*CWH is an equal opportunity employer and committed to fostering an inclusive workplace. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, veteran, disability status, or any other bias prohibited by applicable law. CWH strongly encourages people from underrepresented communities to apply. CWH may modify/update this position announcement.*