

# Staff Position Description

**Title:** Grants Management Director, AmeriCorps

**Starting Salary Range:** \$55k-\$68k, DOE

**Location:** Any Conservation Legacy office location and Partially-Remote Eligible

**Status:** Full-Time, Exempt

**Benefit Eligible:** Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off *per Personnel Policies*

**Reports to:** Chief Operating Officer

**Important Requirement:** Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.

## Organizational Summary:

Conservation Legacy is a nationwide non-profit. The Corps programs within the organization engage participants in diverse conservation and community projects that serve public and private lands. These projects provide opportunities for personal and professional development and strive toward a high priority of needs for public land managers and community partners. Through the mission of engaging future leaders who protect, restore and enhance our nation's lands through community-based service; Conservation Legacy works toward a world with healthy lands, air and water; thriving people and resilient communities.

## Position Summary:

This position oversees the strategic direction of AmeriCorps partnerships and funding for the organization. With a team of centralized, region and local staff, this position is responsible for the accountability of daily compliance, grant management and compliance and budgets associated with grant funding. It is responsible for leading the application, evaluation and analysis for AmeriCorps grants and the internal policies and processes associated with these deliverables.

## Outcomes & Functions of Position:

### Grants & Finance Management

- Leads communication and relationship of Conservation Legacy and funders to ensure future opportunities are successfully maintained and developed.
- Oversight of all stakeholders roles and responsibilities to execute fully compliant grants.
- Develops and delivers compliant financial documents needs to meet financial requirements of the grants and Conservation Legacy's budget.
- Maintains knowledge of compliance requirements and supports necessary staff, systems, processes and trainings to inform others.

### Strategic Leadership

- Drives strategic leadership of AmeriCorps and affiliated grant outcomes and funding in relation to organizational budget projections and needs.
- Collaborates with budget owners to develop an accurate budget of AmeriCorps funding.
- Leads and executes AmeriCorps grant applications within required timeline.
- Develops and holds accountability to evaluation plans while analyzing useful data to inform future strategies.

- Represents Conservation Legacy and other Corps at national meetings or efforts that will improve opportunities for further national service.

### **Organizational Advocacy**

- Successfully engages, leads and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Reports any potential complaints within the organization as identified in the Personnel Policy Manual.
- Assists or leads other responsibilities, as assigned.

**Other “Hats” You May Wear:** Customer Service, Relationship Development, Marketing, Administrative, Supervision or Mentorship to Others, Facilitator, Trainer, Facilities, Human Resources, Supervisor

### **Physical Requirements:**

*Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.*

### **Qualifications:**

- Ability to successfully work in a fluid, changing work environment.
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- Valid Driver’s License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization’s criminal history check requirements.
- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Bachelor’s Degree & 8 years experience OR 10+ years experience in related field.
- Experience with AmeriCorps or Federal Grants.

**Other Competencies Desired for this Position’s Success:** Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Aligns.

#### **To Apply:**

1. Send Cover letter and resume to Allison Laramie at [allison@conservationlegacy.org](mailto:allison@conservationlegacy.org)
2. Cover Letter Must Include:

Subject line includes “Applicant\_(Your Name)”.

Cover Letter must include a response to the following: *Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.*

*Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements.*

X

---

Updated Month/Year  
Staff Name