



## THE POSITION

### Grants Manager

**Tahoe Regional Planning Agency** and our dynamic team of professionals seeks a motivated **Grants Manager** to manage several important grant initiatives for the Environmental Improvement Program (EIP) and the Tahoe Science Advisory Council (TSAC). The finance department plays an integral role in all aspects of TRPA's work in the Tahoe Basin. This position works closely with program managers to track program budgets, manage all aspects of grant awards, procure excellent vendors, and deliver results on time and on budget.

The Grants Manager provides overall financial, grant compliance, and project management support for Environmental Improvement Program and other agency departments. These programs are funded through federal, state, and local sources. The Grants Manager coordinates the grant and contracting cycle including pre-award, post-award, reporting and compliance. Understanding federal cost principles and uniform administrative requirements outlined by 2 CFR 200 will be essential to the successful candidate.

Remote/Hybrid work schedule eligible.

### Overall Responsibilities

- Manage accounting processes and grant compliance requirements for federal, state, and locally funded grant programs.
- Prepare quarterly grant invoices and all grant financial reporting.
- Coordinate submission of quarterly grant progress reports, interim reports, and final narrative reports per funder's requirements.
- Regular coordination meetings with funders to discuss grant progress.
- Track and account for match funds in accordance with award stipulations.
- Develop a strong working relationship with grant agencies.

- Assist with the annual work program and Agency budget.
- Provide leadership and direction to project managers to ensure conformity and compliance.
- Administer contracts including the Request for Proposal (RFP) process, coordinate with Legal to negotiate and finalize contract terms, coordinate all final documents, contract amendments, and contract closeout.
- Prepare, manage, and update financial data including budget forecasts and prepare financial status reports for managers and others as necessary.
- Process purchase orders.
- Assist Agency staff and external auditors with financial and compliance audits.
- Utilize judgment and interpret internal and external regulations, guidelines, and policies to make decisions.
- Identify and implement continued process improvements.
- Coordinate grant proposals, timelines, and budgets as needed.

### Desired Qualifications

BS/BA in Accounting, Finance, Public Administration, or related field with 2 to 4 years of related experience with increasing responsibility. Position requires demonstrated, successful grant and contract management experience, preferably in the public sector. Strong administrative, compliance, and project management skills. Familiarity with federal grant administration is highly desirable.

- Experience with grant writing, grant management, budget development, and financial reporting.
- MS Office skills, including excellent Excel skills adaptive to new features and technologies.
- Project management skills including planning, setting and managing milestones, identifying and managing stakeholder relationships, and achieving agreed-on outcomes.
- Demonstrates attention to detail and job focus; organizes and prioritizes well; seeks ethical solutions and results.
- Takes initiative; self-motivates; demonstrates creativity and critical thinking.
- Communicate detailed information effectively both verbally and in writing. Answers questions and clarifies points.

- Works effectively in a team: able to build partnerships and work collaboratively; integrates disparate viewpoints into creative solutions.
- Ability to work effectively in a fast-paced environment, set priorities and meet deadlines.

## COMPENSATION AND BENEFITS

The salary range is \$58,582 to \$86,332. Starting pay is generally between the minimum (\$58,582) and 25th percentile (\$67,832) with some flexibility, depending on experience.

TRPA's excellent employee benefits package includes the following:

- 8.31 hours of Paid Time Off (PTO) accrued per pay period for sick and personal time away. Accruals increase with longevity. Accrue additional PTO (CTO) at the rate 1.5 hours per hour of overtime worked. 13 paid holidays.
- Money Purchase Pension Plan – in lieu of Social Security, the Agency contributes a dollar amount equal to eight percent of your annual salary towards your retirement. This plan has immediate participation and 100% vesting.
- Supplemental Retirement Plan – the Agency contributes a dollar amount equal to 5.54 percent of your annual salary towards your retirement. This plan has immediate participation and 100% vesting.
- Group Health Insurance: Medical, Dental, and Vision.
- A choice of four (4) medical plans, with 100% employer-paid premiums on select employee-only coverage plans and partial coverage for dependents.
- High Deductible Health Plan with a contribution by TRPA to the employee's HSA account.
- Employer Paid Life Insurance and Short-Term Disability.
- Long-Term Disability (Voluntary).
- 457(b) Deferred Compensation Retirement Plan (Voluntary).
- Medical and Dependent Care Flexible Spending Accounts (Voluntary).
- Remote/hybrid flexible work schedules
- Dog-friendly employer.

## THE AGENCY

The Tahoe Regional Planning Agency (TRPA)—created in 1969 by a Compact between the states of Nevada and California, then ratified by the U.S. Congress—protects and restores the environment of Lake Tahoe. The Agency is the nation's first and oldest Bi-State regional environmental authority. TRPA is a one-of-a-kind organization, not purely federal, state, or local, but a unique hybrid organization. The Agency works at the intersection of private and public interests to protect and restore Lake Tahoe, its environment, and its communities for generations to come.

## APPLICATION PROCESS

- Please visit our website at <https://www.trpa.gov/contact/employment/> to read more about our Agency and to complete an employment application through our Career Center. Within the Career Center site, select the "Apply for Job" link. Please attach a resume of your qualifications, and cover letter describing your interest in the position in one document when you are completing the application.
- RECRUITMENT COMMUNICATION: Human Resources may contact you at various stages of the recruitment process if you meet the qualifications for the position. This contact will be via email or phone only. Please make sure your email address and phone number are accurate.
- We do not accept walk-in or hand delivered application materials nor applicant calls regarding open, pending, or closed positions.

TRPA is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

All employment is decided on the basis of qualifications, merit, and business need.