

## Grant Manager

### Summary of Position:

The Grant Manager position, based in Lakewood, CO, provides an opportunity to join a dynamic organization dedicated to protecting Colorado's most significant land-based resources. The mission of Colorado Open Lands (COL) is to preserve the significant open lands and natural heritage of Colorado through private and public partnerships, innovative land conservation techniques, and strategic leadership. COL currently manages over \$23 million across 44 grants and agreements.

This is a newly created position that will serve as a liaison between the Finance, Stewardship, Conservation, Communications, and Development departments to ensure effective communication and optimal grant management across the organization. This position reports to the Director of Finance.

### Responsibilities:

- Manage a growing portfolio of public and private grants, cooperative agreements, contracts, and memorandums of understanding.
- Act as a central figure with knowledge of all current and proposed grants.
- Evaluate the current grant management system and make recommendations on how to improve it.
- Develop workflows for financial tracking and reporting of grants and agreements.
- Manage and update grant management platform that tracks grant information such as award amount, grant requirements, and reporting due dates.
- Assist Project Managers with funder reporting requirements, specifically with federal financial reporting.
- Support Project Managers in budgeting for new proposals and agreements.
- Review grant agreements to support Program Managers with grant requirements and compliance.
- Manage reimbursements to ensure timely payment of cost reimbursable grants.
- Assist Director of Finance with planning of cash inflows and outflows related to grants.
- Assist Director of Finance with annual audit by providing grant and conservation easement information needed to prepare audit schedules.
- Develop and produce informative reports to support compliance and decision making.
- Research available grants and funding opportunities.
- Write grant proposals and support other staff members writing grant proposals.
- Hold regular meetings to update staff on the status of grants.
- Other duties as assigned.

**Minimum Qualifications:**

- 3 years of grant management experience.
- Strong written/verbal communication skills, excellent interpersonal skills, and ability to lead as well as function as a team member.
- A self-starter with the ability to initiate and follow through on projects.
- Proven ability to manage a workload with multiple, often competing, priorities.
- Experience researching grant opportunities and a successful record of securing grant funding.
- Experience working with grant tracking platforms such as Salesforce, Donor Perfect, or blackbaud.
- Strong computer skills and attention to detail.

**Preferred Qualifications:**

- Experience managing complex multi-year agreements from federal, state, local and private sources.

**Compensation and Benefits:**

This is a full-time, benefitted position with a salary range of \$60,000-\$75,000 commensurate with skills and experience.

Colorado Open Lands offers a competitive benefit package, including 401k plan with company match, health insurance (medical, dental, and vision), health savings account (HSA), life and disability insurance, paid time off (sick, vacation, holidays, etc.) and a collaborative, flexible work environment.

**To Apply:**

Please email a cover letter and resumé to Pam Sjoerdsma, Director of HR & Administration, at [jobs@coloradoopenlands.org](mailto:jobs@coloradoopenlands.org). The position will remain open until filled.

**EEO Statement**

Colorado Open Lands provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type, without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. For information about Colorado Open Lands, please visit our website at [www.coloradoopenlands.org](http://www.coloradoopenlands.org)