



**SMITH  
RIVER  
ALLIANCE**

## **SMITH RIVER ALLIANCE JOB DESCRIPTION**

**TITLE:** OPERATIONS AND GRANTS MANAGER  
**SUPERVISOR:** CO-EXECUTIVE DIRECTOR  
**LOCATION:** FLEXIBLE – Del Norte County or Southern Curry County  
**STATUS** FULL-TIME (32 - 35 hours per week)  
**DATE PREPARED:** FEBRUARY 14, 2023

The Smith River Alliance is a watershed organization with offices near Crescent City, California. Founded in 1980, the mission of the organization is to provide for the long-term protection, restoration, and stewardship of natural resources in the Smith River watershed.

SRA works primarily in the Smith River watershed, which includes the Smith River National Recreation Area (NRA), 473 square miles of watershed land managed by the Six Rivers National Forest. The Smith is California's only major un-dammed river. Its natural river flows, protected habitat, and lack of a strong hatchery influence combine to make the Smith River the premier stronghold for salmon and steelhead in California. We secure permanent protection of key strategic forest, wetland and public access parcels through purchase from willing sellers. SRA works independently and with partner organizations. In addition, we have a strong portfolio of ongoing restoration initiatives on the Smith coastal plain and the across the Smith watershed.

### **Summary of Position**

The Smith River Alliance seeks an administrative professional to join our team of experienced and highly effective staff to manage the day-to-day operations to ensure the long-term health and sustainability of a non-profit with an annual budget of \$1.5 - \$1.75 million dollars.

The Operations and Grants Manager is responsible for financial management and reporting, human resources, general administration and grants management. The position oversees Human Resources functions with support of an HR Consultant; ensure that labor laws and personnel policies are being followed. In addition, the Operations and Grants Manager works closely with Project Managers to achieve project success by managing funding awards throughout their lifecycle: from proposals, to grant execution and contracting, to invoicing and reporting, and project closure.

Overall, the position involves work with key internal and external partners to ensure that SRA's financial and operational systems are running effectively.

SRA is flexible regarding work hours and the residence location of this position. Candidates with residency in Southern Curry or Del Norte Counties are preferred.

## **Responsibilities**

- I. Contracts and Grants Administration (40%)
  - Manage contractual agreements and payment schedule.
  - Oversee the grant pre-award process and post-award closeout.
  - Review and monitor all contracts and grants. Responsibilities include: (a) interpreting contract award terms; (b) managing grant-tracking/reporting calendars; (c) coordinating program reporting and, (d) match documentation.
  - Work collaboratively with program staff when contract deliverables are modified and assist the Co-Executive Directors with budget development and modifications.
  - Support staff planning with regard to contract requirements. Responsibilities in this area include: (a) working with Program Director and Project Managers to develop and maintain documentation systems for contract compliance; (b) creating documentation tools for Project Managers such as data extract forms, deliverable spreadsheets, monthly program logs, etc. to monitor progress towards contract deliverables.
  - Review and help draft bid documents, grant agreements, budget adjustments, invoices, match-tracking and work with Project Managers as requested.
  - Advise on contract terms as needed.
  
- II. Operations and Board Governance Support (20%)
  - Oversee corporate records and Policies and Procedures upkeep; coordinate Secretary of State filings (as needed).
  - Ensure compliance with all insurance policies, contractual obligations, including maintaining liability, D&O and workers compensation insurance.
  - Participate in the procurement of SRA systems and software as needed.
  - Supervise Tech Support.
  - Oversee banking deposits, payroll and insurance.
  - May contribute expertise to Rock Creek Ranch reservation system operation.
  - May oversee operation of e-fundraising systems.
  - Prepare Board meeting materials related to operations, grants and other topics.
  
- III. Financial Management and Budgeting (15%)
  - Contribute to the development of the annual budget, annual tax return, annual audit, and oversee insurance renewals.
  - Work with Co-Executive Directors to manage activities associated with accounts payable and employee payroll; work with bookkeeper to coordinate contract and vendor management, including the 1099 process.
  - Generate financial reports from Quickbooks.
  - Review expense reports.
  
- IV. Development (15%)
  - Participate in the grant proposal development and submission process.
  - Conduct grant guideline reviews as needed.
  - Serve as team member on small grant and Family Foundation applications.

V. Human Resources (10%)

- Manage all human resources activities including recruiting, on-boarding, training, development, employee relations, performance evaluations, leave and disability, terminations, exit interviews, and off-boarding.
- Collaborate with Co-Executive Directors on compensation and benefits issues and analysis; manage annual benefit program and renewals.
- With the support of the HR Consultant, oversee all employee benefit programs to ensure compliance with legal, and other state and federal employer requirements
- Manage the performance management process that measures and evaluates progress against goals for the organization.
- Manage legal compliance with confidential employee files and implement appropriate records retention guidelines.
- Manage creation, implementation, training, and compliance with organizational safety, emergency, and disaster preparedness procedures.
- Manage the organization's technology infrastructure and plan for, as necessary, information technology systems that support the operations of the organization.
- Oversee payroll and leave reporting (Paychex)

## **REQUIRED QUALIFICATIONS FOR THE JOB**

- At least 2-5 years of experience as an Administrator, Grant Manager with some Human Resources experience for a non-profit or business.
- Ability to be self-motivated and self-managing as this role will require independent work at times, as well as the ability to work as member of the SRA staff.
- Enthusiasm for SRA's mission and programs to restore, steward, and protect natural resources in the Smith River watershed.
- Experience with various tax filings (occupancy tax, property tax, 990, etc.) and payroll reporting (Paychex or another vendor).
- Fluent working in Microsoft Office (Excel and Word), and in the Google Drive environment (Sheets and Docs). Most staff use Apple Mac computers.
- Excellent attention to detail and accuracy. Excellent written and verbal communication skills. Ability to help others understand financial and legal terms and processes.
- Excellent interpersonal skills. Interest in and ability to help resolve issues as they arise.

## **DESIRED QUALIFICATIONS**

- Familiarity with HR processes and required compliance (i.e. administration of 401(k), health benefits, harassment training, etc.)
- Fluent working with QuickBooks is desirable. Experience with other software interfacing with accounting systems is a plus.
- Experience negotiating indirect cost rates and other legal agreements. Experience with contractor procurement and familiarity with government contracting rules and regulations and risk management strategies and tools.

**Application Procedure:** Please email the following documents to [jobs@smithriveralliance.org](mailto:jobs@smithriveralliance.org)

1. An electronic **resume** (preferably in PDF format) including salary history
2. A **cover letter** (describing your qualifications for this position and interest in Smith River programs)
3. Three professional references