



Okanogan Conservation District

1251 S. Second Ave, Room 102

Okanogan, WA 98840

Position Announcement: August 8, 2022

Closing: Open until filled, first review September 2, 2022

Grants and Contract Director

Location Office located in Okanogan, Washington, with travel throughout Okanogan County

Salary \$63,216 to \$82,896 per year, DOE

Benefits Medical insurance, Washington State Retirement (PERS), vacation leave, sick leave and 10 paid holidays per year.



About Us

The Okanogan Conservation District (CD) is a dynamic organization comprised of volunteer board members and paid staff that are leaders in “on-the-ground conservation”. The district’s mission is to help cooperating land managers in Okanogan County achieve their conservation goals by:

- Working cooperatively with private landowners and stakeholders to encourage wise stewardship and land-management decisions.
- Providing locally-led, voluntary, non-regulatory solutions to local environmental problems.
- Advocating for high-priority resource concerns facing Okanogan County.
- Educating adults and youth on environmental and natural resources issues in our community.

Okanogan CD is a small team of dedicated staff focused on building programs, providing technical assistance, and cost-share opportunities that serve the community and natural resources in Okanogan County. Okanogan CD values teamwork, locally-led natural resource management, creative solutions, and voluntary conservation. Okanogan CD encourages a positive work/life balance and flexible schedules. A partial remote schedule will be considered when appropriate.

Description

Okanogan CD is seeking a highly motivated and skilled individual to join the district as our Grants and Contracts Director. This is a critical member of district management,

(more)

providing timely grant and contract support to project managers, district management, and funding partners.

Current priority projects include:

- Coordination of all grants and funding contracts received and administered by the Okanogan CD.
- Providing essential coordination of funding sources and ensuring project activities and expenses meet grant and contract requirements in close partnership with key staff and funding partners.
- Assisting the district Finance Director with tracking actual grant and contract costs and projecting future salary and wage costs, coordinating project reporting, helping program leads track activities, and ensuring grants and contracts meet all requirements.

Typical Work

The Grant and Contracts Director coordinates and facilitates district grants and contracts through partnership development, staff coordination, and collaborative management. The Grants and Contracts Director oversees more than 30 separate grant and contract agreements and works to ensure the district meets all required deliverables, reports progress, and implements projects within budget.

Minimum Qualifications

- Possess a bachelor's degree or higher in a business administration, business management, finance, communications, natural resources or closely related field; plus, five years of progressive responsibility in management, strategic program development, or grant administration. Additional qualifying experience may be substituted year for year for education requirements.
- Knowledge of the district strategic plan, mission, structure, resources, policies, and procedures.
- Knowledge of federal, tribal, state, and local laws, rules, and policies that directly affect grants, contracts, and agreements.
- Effective finance management and organizational skills, including the ability to manage and integrate grant/contract budgets, match, and deliverables.
- Demonstrated ability to build partnerships including a non-regulatory, collaborative approach to natural resource conservation activities.
- Demonstrated advanced computer skills in software suites such as Microsoft Office and using cloud computing databases such as SharePoint and Smartsheet.
- Ability to develop Smartsheet spreadsheets to collect and analyze a variety of project and natural resource information.
- Adept at QuickBooks accounting, Microsoft Excel spreadsheets, and 10-key.
- Exhibit excellent oral, written, and visual communication skills.

- Ability to analyze complex and highly variable situations and issues, work independently or as part of a team to develop and evaluate solutions, and facilitate the implementation of final solutions.
- Demonstrated ability to effectively operate standard office equipment including computers, phone, and electronic messaging.
- Be self-motivated, organized, and work efficiently, ethically, and honestly.
- Ability to employ flexibility and creativity in the face of ambiguity and challenge.
- Maintain confidentiality to the extent allowed by law.
- Possess demonstrable experience working positively and successfully with individuals one-on-one and in group settings, including group facilitation skills.
- Willingness to take direction from and able to support colleagues and partner agencies with projects.
- Ability to effectively handle multiple, complex issues in a timely manner.
- Ability to organize and plan own schedule of activities related to work goals and objectives set by the Executive Director.
- Ability to maintain accurate records regarding time-keeping and authorized expenses.
- Ability to make positive and constructive recommendations and take a proactive approach toward promoting more efficient and effective systems and processes.
- Ability to work collegially and collaboratively with diverse internal and external constituencies.
- Ability and willingness to share ideas, to be open to the ideas of others, work toward organizational goals and interests.
- Desire and ability to provide friendly and flexible services that resolve concerns in a timely fashion in accordance with the appropriate processes and procedures.
- Have or obtain and maintain a valid Washington State driver's license and able to safely operate a motor vehicle.

Compensation

This position's annual compensation range (60) is from \$63,216 to \$82,896 per year depending upon skills and experience. The position is a full-time, 40 hours per week, exempt, salary position. This position is eligible for vacation leave, sick leave, medical benefits, paid holidays, and Washington State DRS retirement benefits. Terms of compensation and benefits are set by the position appointment letter and may be amended at any time by the Board of Supervisors.

Service Area

Okanogan County is for the adventurous! Our area is well-known for superb recreational opportunities and activities for every season, owing in part to an abundance of public land. Fishing, hunting, hiking, biking, skiing, snowmobiling, and horseback riding are just a few sports enjoyed by locals and visitors. Our scenic highways will take you from the snow-capped mountains of the North Cascades to the open spaces of river valleys along the Okanogan, Methow, Similkameen, and Columbia rivers. There is something for everyone in Okanogan County.

Residents of Okanogan County maintain an independent spirit and a sense of community pride. Our county was named one of the best counties in Washington state to raise a family in 2022 by Stacker.com. Top places to live, according to Stacker, include Okanogan, Omak, and Winthrop.

Exploring Okanogan's history is a favorite past time for many. The Confederated Tribes of the Colville Reservation boundaries lie within Okanogan County and the area is rich with cultural significance for our first people. Early European settlers came to Okanogan during the 1800s to establish cattle and sheep ranching, and to mine for gold. Several ghost towns and mining operations from the early days still stand. Today, Okanogan County's economic base is largely agricultural supported by apple, pear, and stone fruit orchards. Cattle ranching remains the dominant livestock industry and family spreads can be found throughout the county.

Okanogan County's people, places, history, and industry are among the most charming and unique in Washington state.

Application Deadline and Instructions

This position is open until filled. First review of applicants is 12:00 PM, September 2, 2022.

Detailed position description can be found at www.okanogancd.org/news

Applicants must submit a cover letter, resume, and three references (at least two of which are professional) online via Smartsheet at the following link:

<https://tinyurl.com/yhc2ta9x>

If you need assistance, please call the district office at (509) 422-0855.