



Making a difference today for a better world tomorrow.

Position Announcement

ClimeCo LLC
December 2021

Position: Grant Administrator, Forestry and Coastal Restoration
Location: Remote with preference for location in Washington, DC or State College, PA
Job Category: Project Development
Industry: Environmental projects and markets
Career Level: Mid-Level

Background

ClimeCo is a leader in the management and development of environmental commodities. We develop, finance, and operate projects to reduce GHG emissions and produce renewable energy, and design, manage, and transact portfolios of environmental-related financial commodities. From policy advisory to ESG strategy, offsets sourcing to project development, we provide comprehensive, vertically- integrated solutions to help enhance our customers' sustainability impact—whether they are responding to emissions regulations or satisfying voluntary sustainability goal.

We are currently seeking a full-time Grant Administrator for our Project Development Business Unit. This position will be remote, with preferred location in Washington, DC or State College, PA.

This position will work closely with our partner, Restore the Earth Foundation, on project grants. Restore the Earth is 501(c)(3) not for profit with a mission of restoring the Earth's forest and wetland ecosystems. Restore the Earth envisions the Earth in balance with its vitality and natural abundance available for all, for generations to come. The present focus on Restore the Earth's work is restoring 1 million acres of forest in the Mississippi River Basin.

Position Description

The Grant Administrator will collaborate with Restore the Earth Foundation to source, process, submit, and manage federal grants to support continued reforestation and coastal restoration projects in the Lower Mississippi Valley and Gulf Coastal regions.

The Grants Administrator is responsible for coordinating the development, administrative management, reporting and close-out of grants and other programmatic investments made to ClimeCo and its partners. The Grants Administrator will ensure that the grant processes, documents, procedures, and implementation are executed professionally, efficiently, on schedule, and in a manner consistent with best practices.

This role will continuously research potential revenue streams, timelines, and deadlines for grant submissions, with an initial emphasis on administration of existing grants. The Grant Administrator will be responsible for developing and curating applications that capture the mission of ClimeCo and Restore the Earth. will collaborate closely with key ClimeCo staff and partners for project details and deliverables. The Grant Administrator will build out a tracking system in partnership with Finance for deadlines, payment dates, and required reporting criteria.

ClimeCo embraces diversity and welcomes candidates who contribute to a climate that supports our staff of all identities and backgrounds. We further commit ourselves to an inclusive workplace where we value the perspectives of all employees by recognizing and appreciating their unique skills and talents. We strongly encourage individuals from underrepresented and/or marginalized identities to apply.

The Grant Administrator position is a full-time, salaried, and exempt, which is ineligible for overtime pay under the provisions of the Fair Labor Standards Act.

Key responsibilities include:

- Stay informed of the current funding landscape, trends, and priorities for federal environmental grants
- Provide administration for the grants process throughout all stages including receiving, assessing, tracking, payment/reimbursement requests, documenting all proposals or awards; assuring that submitted documentation meets all Foundation and legal requirements; and maintaining accurate and timely records of Foundation grants and other programmatic activities
- Manage operational logistics for grant submissions including sourcing written material, collaborating with colleagues and partners, analyzing data, providing technical assistance with application submission and creating a system for tracking deadlines and submissions
- Research possible grantors, grant deadlines, average and maximum grant amounts, grant requirements and develop strategies for competitive approaches
- Collaborate with Finance for grant prospects, submissions, budget requirements and grant income, due diligence, grant expense amounts, and close-out analysis
- Oversees standard terms and conditions for grant award letters and agreements
- Assists the Chief Science Officer in monitoring measurable outcomes as required by funding sources
- Train staff on grants management systems; ensures that protocols are executed properly; creates and edits templates and reports for staff, partners, and Board members
- Collaborate on Request for Proposals (RFP), including deliverables and project evaluation criteria incorporating grants

Requirements

- Bachelor's degree minimum in environmental science, forestry, sustainability, business, or related field. Preference will be given for candidates with a Master's degree
- Minimum three years of direct experience sourcing, creating, submitting, and managing grants
- Advanced MS Office skills
- Experience managing federal and/or state grants in the environmental or forestry industry a plus
- Extensive experience with the USDA grant process highly desired
- Strong writing skills, with the ability to create persuasive grant proposals and literature for a broad range of audiences
- Excellent interpersonal and communication skills, with proven ability to collaborate with project partners, colleagues, and clients in an efficient and timely manner
- Analytical thinking and fast learning, comfortable with complex qualitative and quantitative data and managing budgets
- Detail-oriented, with the ability to manage multiple deadlines and balancing shifting priorities
- Empathetic team player, excited to contribute to an inclusive company culture
- Ability to travel 20% to partner and client locations across the US

Application

Please email a cover letter and resume to hr@climeco.com with the subject header "Grant Administrator".

Compensation & Benefits

The salary range for a well-qualified Grants Administrator is \$70,000-\$90,000 annually, based on experience.

ClimeCo offers a competitive salary and bonus structure with benefits including 401(k) with employer match, medical/dental/vision benefits, EAP program, paid time off, holidays, and more.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

ClimeCo LLC is an equal opportunity employer. We value a diverse workforce and an inclusive culture. Our employment practices are in accordance with the laws that prohibit discrimination against qualified individuals on the basis of race, religion, color, gender, age, national origin, physical or mental disability, genetic information, veteran's status, marital status, gender identity and expression, sexual orientation, or any other status protected by applicable law.