

Job Opportunity: Grants Manager

Remote, Full-time Position

Posted March 31, 2022; Updated April 21, 2022; Open Until Filled

Position Overview: The Renewable Energy Wildlife Institute (REWI) seeks a Grants Manager to join our team. The Manager will be responsible for managing organizational contracts and grants, including projects funded by and in partnership with federal and state agencies, foundations, non-profits, academic institutions, and private corporations. The Manager will also provide support for the management of the organization's finances. The new position, which will be managed by the Director of Programs and Operations, will have the opportunity to engage with all members of REWI's team and will provide critical support for ensuring the success of our work.

This is an exciting opportunity to work in an expanding and solutions-oriented field – the dynamic intersection of renewable energy and wildlife conservation. The Manager will have the opportunity to engage in and facilitate a wide variety of partnership and funding agreements, including but not limited to federal cooperative agreements and subcontracts, multi-party agreements, confidentiality agreements, service contracts, foundation grants, and contribution agreements.

About REWI: REWI is an independent, nonprofit partnership of leaders in the renewable energy industry, wildlife management agencies, and science and conservation organizations who collaborate to identify and mitigate the impacts of renewables on wildlife and their habitats. REWI works closely with over [40 renewable industry and conservation partners](#) and many other advisors to build scientific research, strategies and tools, and best practices for environmentally responsible wind and solar energy siting and operations.

Collaboration and sound science are fundamental to REWI's work, with the efforts of our small, energetic team multiplied by the insight, support, and oversight of our Board, Committees, task forces, project partners, reviewers, and contractors. REWI prioritizes a strategic and nimble approach, which allows us to remain a leader in developing solutions to pave the way for a sustainable, clean energy future where renewable energy and wildlife can both thrive. All team members engage in a variety of programs, projects, and activities, and a strong belief in our mission and dedication to our work is fundamental to all we do.

Key Responsibilities: The Manager's responsibilities will include, but will not be limited to:

- Working closely with programmatic team members, external project partners, and REWI's executive team to facilitate organizational compliance with all existing grants and contracts.
- Facilitating the negotiation of new grants and contracts, including agreements with funders as well as sub-agreements with project partners; coordinating with external legal support, if necessary.
- Coordinating with project teams to develop and ensure the timely completion of all donor reporting.
- Maintaining tracking of project financials to ensure projects remain within budget; working with REWI's external accounting firm to develop, review, and submit invoices and/or financial reports to funders.

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- In coordination with the Director of Programs and Operations and other program staff, maintaining and improving organizational systems for projecting revenue on a regular basis.
 - Contributing to and helping to coordinate proposal and budget development for new project opportunities.
 - Maintaining and improving organizational systems for tracking, storing, and sharing information on grants and contracts.
 - Supporting external bookkeeper in day-to-day processing of accounts payable and receivable.
 - As time allows, supporting other operational needs of the organization, with a wide variety of opportunities to expand knowledge and experience of non-profit operations.

Qualifications: We are seeking applicants with the following minimum qualifications:

- Bachelor's degree and at least 5 years of grants and/or contracts administration and negotiation experience
- Experience managing federal cooperative agreements and familiarity with 2 CFR 200/Uniform Guidance is preferred
- Financial data analysis skills and familiarity with non-profit finance
- Excellent writing and oral communication skills
- Strong organizational and problem-solving skills
- Ability to manage conflict and address challenging issues
- A collaborative team member who is proactive, flexible, and able to manage and prioritize a variety of tasks
- Ability to work independently and remotely without regular supervision
- Ability to maintain professional relationships with diverse groups including REWI team members, industry representatives, researchers, agency personnel, and consultants
- Interest in renewable energy and wildlife conservation and commitment to REWI's mission

Location, Compensation, and Benefits: This is a remote position. Candidates must be based in the United States and have authorization to work in the U.S. Salary is commensurate with the experience and skills of a manager with 5 years of work experience. REWI offers a generous, comprehensive benefits package.

Applications: Please submit a cover letter, resume, and one relevant writing sample (e.g., non-confidential business correspondence, memo) here: <https://awwi.knack.com/jobs>. Only complete applications will be considered. Applications will be accepted until the position is filled. No phone or written inquiries please.

REWI is proud to be an Equal Opportunity Employer (EOE). We strive to increase diversity, equity, and inclusion (DEI) in all elements of our work and with our partners. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identify, national origin, disability or protected veteran status. We are committed to a policy of nondiscrimination, inclusion, and equal opportunity and actively seek a diverse pool of candidates in this search.