



Job Announcement Grant Administrator

About The Bay Foundation

The Bay Foundation (TBF) is a nonprofit environmental organization dedicated to implementing innovative, nature-based solutions along the Southern California coast. Our work focuses on climate adaptation, ecosystem restoration, and community engagement through partnerships with universities, government agencies, nonprofits, and businesses. Our projects include restoring beach dunes, upland habitats, kelp forests, offshore eelgrass, and abalone populations. We also prioritize improving water quality, increasing water availability, and reducing single-use plastics.

TBF manages the Santa Monica Bay National Estuary Program (SMBNEP) in collaboration with the Santa Monica Bay Restoration Commission and partners with Loyola Marymount University to expand research and environmental monitoring through the Coastal Research Institute.

TBF offers a hybrid work environment, competitive benefits, PTO, and flexible schedules. Our office is located on Loyola Marymount University's Westchester campus in Los Angeles, California.

Position Overview

The Grant Administrator will play a critical role in managing and ensuring compliance for a diverse portfolio of grants. Working closely with the CEO, Director of Programs, senior leadership, financial support staff, and external partners, this position will oversee financial tracking, grant reporting, and budget management to support TBF's mission-driven initiatives.

Key Responsibilities

- Ensure compliance with federal, state, and private grant requirements.
- Support budgeting, tracking, and financial management of grants.
- Assist with subcontracting processes and manage relationships with subcontractors and subawardees.
- Participate in internal and external meetings, committees, and reporting efforts.
- Provide financial administrative support for sponsored projects, ensuring expenditures align with grant terms.
- Maintain and implement internal accounting controls to efficiently manage grants and contracts.
- Review and evaluate grant agreements and assist in financial account setup in compliance with federal Office of Management and Budget (OMB) Uniform Guidance.
- Prepare and submit required financial reports accurately and on time.
- Assist in grant closeouts and annual audits.
- Collaborate with the team to complete quarterly and annual financial processes.
- Assist with the general needs of the organization and its projects.

To restore and enhance Santa Monica Bay through actions and partnerships that improve water quality, conserve and rehabilitate natural resources, and protect the Bay's benefits and values.

8117 W. Manchester Ave. #750
Playa Del Rey, CA 90293
(888) 301. 2527
santamonicabay.org



Required Qualifications

- Minimum of five years of experience in grants, contracts, and project management.
- Knowledge of grant funding policies and procedures and applicable local, state, and federal.
- Bachelor's or advanced degree in business administration, nonprofit management, accounting, or related field.
- Familiarity with federal OMB regulations.
- Proficiency in Microsoft Office, QuickBooks, and time management software.

Preferred Qualifications

- Experience collaborating with interdisciplinary teams in university, government, or research settings.
- Ability to adapt in a dynamic, team-oriented work environment.

Compensation & Benefits

This is a full-time, exempt, salaried position with management responsibilities. The starting salary range is \$85,000-\$95,000, depending on experience.

TBF offers a comprehensive benefits package, including:

- Medical, dental, and vision insurance options.
- Paid holidays and generous PTO.
- 401(k) retirement plan.
- Professional development and growth opportunities.

Applications are **due no later February 28th**. The position is open immediately and applications will be reviewed as they are received.

How to Apply

To apply, please email your application with the subject line "**Grant Administrator**" to jobs@santamonicabay.org:

1. Cover letter
2. Resume/CV
3. Three professional references

Incomplete or late applications will not be considered.

Equal Opportunity Employer Statement

The Bay Foundation is committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex (including childbirth, breast feeding and related medical conditions), gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability, or any other protected status in accordance with all applicable federal, state and local laws.

This policy extends to all aspects of our employment practices, including but not limited to, recruiting, hiring, discipline, termination, promotions, transfers, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

Join us in restoring and protecting our coastal environment!