



JOB ANNOUNCEMENT

Grant Administrator

TBF is looking for an experienced professional to join our team of scientist-communicators to provide excellent services to the people, coast, and watershed of Santa Monica Bay. TBF provides a hybrid work environment, benefits, PTO, and flexible schedules. Our offices are located on the Westchester campus of Loyola Marymount University in Los Angeles, California. Out of state remote work may be considered.

The Bay Foundation, (TBF) is an environmental nonprofit organization that works with broad partnerships to enhance and restore ecological condition along coastal Los Angeles County, and more broadly on the West Coast. Our efforts have an expressed focus on increasing resilience to climate change and improving equitable access to coastal assets. Our projects involve the restoration of dunes, upland habitats, coastal wetlands, kelp forests, offshore eelgrass, and abalone. TBF engages the community through volunteerism and outreach to support these projects. Other engagement focuses on water quality improvement, water availability, environmental justice, and reduction of single use plastic.

As the Grant Administrator, you will work directly with the CEO and Director of Programs to provide comprehensive financial support to assigned programs, TBF directors supporting these projects, and external partners. You will demonstrate proficiency in fund management, compliance, reporting on contracts and grants, and policy and procedure knowledge to effectively represent TBF.

Responsibilities include, but are not limited to, providing excellent service to TBF staff and partners working as a collaborative team member to optimize the overall function of grant administration. Contribute to TBF standard monthly financial reports and perform the review, approval and reconciliation of all related expenditures and projections for assigned programs.

Essential Responsibilities

- Demonstrated skill in performing advanced accounting functions and financial management, for contracts and grants, financial controls and audits, and problem solving.
- Demonstrated skill in preparing clear and comprehensive financial reports for use by TBF Investigators, granting agencies, and Partners.
- Work respectfully, effectively, and impactfully with coworkers and project partners
- Inform and manage compliance with federal, state, and private grant conditions
- Support budget development, tracking, and management
- Support adaptive management of grant funded projects
- Support subcontracting and subcontractors
- Support subawards and subawardees
- Support TBF operations via participation in internal and public, meetings, committees, and reporting



Basic Qualifications

- A minimum of 5 years of professional experience in grant and project management
- Bachelor's degree or advanced degree in business administration, nonprofit management, or similar
- Experience with federal regulations and practices, Office of Management and Budget (OMB), Code of Federal Regulations (CFR)
- Proficiency with Microsoft office, QuickBooks, and time management software
- Experience working with an interdisciplinary group of university, government, applied scientists

Compensation

This is an exempt salaried position with management responsibilities, starting salary range of \$75,000-\$85,000. In addition, The Bay Foundation offers health insurance benefits (medical, dental, and vision options), paid holidays, paid time off (PTO), 401k retirement benefits, training, and growth opportunities.

TBF is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to sex, race, color, religion, national origin, citizenship, ancestry, age, marital status, physical or mental disability, medical condition, genetic information, pregnancy or perceived pregnancy, gender, gender identity, gender expression, sexual orientation, protected military or veteran status or any other characteristic or condition protected by federal, state, or local law.

Position is open immediately. Applications will be accepted until the position is filled.

How to Apply

Please email the application to:

Heather Burdick, Director of Programs hburdick@santamonicabay.org with the subject title "Grant Administrator Application"

Applications must include a cover letter, resume/CV, three professional references.
Incomplete applications will not be reviewed.