

Wildlife Management Institute

Grants Specialist Position Announcement

Position Status: Part-time with the option to become Full-time

Location: Remote

**Salary: Commensurate with experience (\$54,000 to \$60,000) annually
30 hours/week**

The Wildlife Management Institute (WMI) is a private, not for profit organization dedicated to the conservation, enhancement and professional management of North America's wildlife and other natural resources. WMI collaborates with government agencies, academic institutions and conservation groups, advancing wildlife management through a diverse array of activities. To support the services that WMI provides to our partners, we are seeking additional capacity through the addition of a Grants Specialist.

Position Description:

The Grants Specialist will work with the Grants Manager on the two major programs of WMI services: Grants/Contracts and Limited Term Employees.

Grants/Contracts: The Grants Specialist will help WMI administer grant agreements, ensuring compliance with regulations and policies, and monitoring budgets and performance. They will help manage the entire grant lifecycle, from initial application to final reporting. The Grants Specialist will be familiar with the federal regulations in the 2CFR200 and apply that understanding to the review of new awards to WMI and the funds that WMI passes through to other organizations. The Grants Specialist will learn the accounting methods used to track grants and contracts, track budgets and make payments, and will help prepare the materials needed to draw down funds or invoice for reimbursement.

Limited Term Employees (LTE): The Grants Specialist will help WMI with the complete process of onboarding and supporting LTEs in compliance with the host Agency's requirements and terms. This includes a review of existing and new host agency agreements with WMI; to lay out timelines for reporting requirements, deliverables and schedule of salary increases for the LTEs. The grant specialist will help with communication with LTEs as they complete their initial paperwork, work with our

accountants, HR department, and help make sure LTEs are set up in our payroll, 401K, and benefits platforms, and process travel invoices from LTEs. The Grants Specialist will learn the accounting systems used to track LTE payments and will help prepare quarterly invoices to the host agencies for reimbursement.

Skills and Qualifications:

- Bachelor's degree in wildlife conservation, accounting or related field
- Experience in grant compliance and tracking
- Experience in tracking budgets
- Strong analytical and problem-solving skills.
- Familiarity with budgeting, accounting, and financial reporting.
- Knowledge of grant regulations and policies.
- Proficiency in Excel, and familiarity with database management and accounting platforms.
- Strong organizational and time management skills.

Training/Supervision:

The Grants Specialist will be trained and supervised by the Grants Manager for WMI. Additional training opportunities in grant accounting and compliance will be offered.

To Apply:

Please submit a cover letter, resume and references to Meghan Gilbert, mgilbart@wildlifemgt.org. The position will remain open until filled.