



Agreements and Budget Specialist POSITION ANNOUNCEMENT

LOCATION: The location is based at the Intermountain West Joint Venture Headquarters Office in Missoula, Montana.

SALARY RANGE: \$45,000 - \$65,000

OVERVIEW

The Intermountain West Joint Venture (IWJV) is hiring an Agreements and Budget Specialist. This position supports the IWJV's business model of achieving partnership-based bird habitat conservation through shared investments by public and private entities. This position plays an instrumental role in achieving the IWJV's goals and objectives by supporting the Agreements and Budget Coordinator with all aspects of financial operations including budgets, agreements, grants, private donations, and other functions related to the fiscal well-being of the organization.

JOIN THE TEAM!

This position will provide critical support to the Agreements and Budget Coordinator and be an integral part of the IWJV Team. We are a closely connected and collaborative team that works across programs in a highly integrated manner. This position will support the Agreements and Budget Coordinator in managing and securing funding agreements including interagency agreements, tracking expenditures, executing and managing financial assistance agreements and associated sub-awards, ensuring compliance, and other actions associated with the fiscal responsibilities of the organization.

This position is hosted by the Wildlife Management Institute (WMI) and supervised by the Agreements and Budget Coordinator.

OUR ORGANIZATION

One of 18 U.S. Habitat Joint Ventures, the IWJV was established in 1994 to catalyze bird habitat conservation through the collaborative power of diverse public-private partnerships. The IWJV operates across all or parts of 11 western states and encompasses some of the most diverse and intact landscapes in the United States. At the IWJV, we envision an Intermountain West where people, birds, and other wildlife thrive. Our mission is to conserve and enhance bird habitats at meaningful scales through capacity building, science, communications, and partnerships.

Applicants are encouraged to visit [our website](#) for more information.

DUTIES AND RESPONSIBILITIES

All activities outlined below will initially be done with the support and oversight of the Agreements and Budget Coordinator. Over time, it is expected that this position will grow and assume greater independence and responsibility for some of these duties.

Cooperative and Inter/Intra-Agency Agreements, Service Contracts, and Sub-Awards

- Develop cooperative and inter/intra-agency agreements as needed, following U.S. Fish and Wildlife Service (FWS) guidelines, to advance IWJV programs and initiatives.
- Develop service contracts and sub-awards.
- Administer cooperative and inter/intra-agency agreements, contracts, sub-awards, etc. This includes:
 - Working with cooperative agreement holders to develop service contracts and sub-awards that support and advance IWJV programs and initiatives.
 - Using templates provided, drafting service contracts and sub-awards, negotiating terms, and gathering signatures.
 - Developing modifications as needed.
 - Tracking progress towards goals and objectives and completion of deliverables.
 - Reviewing invoices and providing payment approval based on work progress and deliverables.
 - Reviewing deliverables, addressing issues (if needed), and providing final approval.
 - Monitoring compliance with agreement terms and requirements.
 - Serving as point of contact for the IWJV on administrative and financial issues.
 - Working with the project lead to track income and expenses.
 - Providing billing instructions to ensure expenses are drawn from proper accounts.
 - Assisting with the compilation of progress and final reports.
 - Following FWS guidelines to close out agreements.
 - Tracking the status of active financial agreements and summarizing agreements as needed.
 - Training staff on agreement requirements, budgeting structures, reporting expectations, and cost-tracking.
 - Maintaining electronic copies of all files.

Budget Management

- Use of QuickBooks for data entry, reporting, and assisting with overall management and quality control.
- Assist in the development of the annual budget and forecasting future budget scenarios.
- As tasked, provide billing instructions to ensure expenses are charged to the correct agreements and funding sources.
- Guide staff on how to prepare and maintain accurate project budgets.
- Track expenditures and ensure alignment with approved financial plans.
- Develop, maintain, and enforce accounting and financial policies and procedures.
- Serve as a resource for interpreting internal financial policies.

Long-Term Financial Planning

- Develop multi-year financial projections and scenario models to support strategic planning.
- Identify financial risks and opportunities, providing recommendations to leadership on long-term stability.
- Analyze financial performance data and prepare clear, actionable insights for decision-makers.

Other

- Contribute to the development of grant/philanthropic funding proposals as requested.
- Provide assistance in the administration of grants or donations received including monitoring requirements and progress, contributing to funder reports, tracking “match” contributions, and other aspects of grant administration.

KNOWLEDGE, SKILLS, AND ABILITIES FOR THE POSITION

- Minimum of a Bachelor's degree in Business, Finance, Public or Non-Profit Administration, or a similar field preferred.
- Experience in budgeting and financial management.
- Experience with QuickBooks (preferred); interest in learning, developing, and growing new QuickBooks skills to meet the needs of the IWJV.
- Experience in developing agreements or sub-awards.
- Understanding of grant and contract financial requirements, especially for federal funding sources.
- Ability to work independently and efficiently, take initiative, and provide innovative approaches.
- Proficient use of Google Workspace tools (Docs, Sheets, Slides, Calendar) and Microsoft Office applications (Word, Excel, PowerPoint).
- Strong coordination skills—excellent written communication, time management, detail oriented, organization, teamwork, and flexibility.

BENEFITS

The Wildlife Management Institute will administer this position. Benefits include full medical, dental, vision, and pharmacy coverage, generous paid leave, paid federal holidays, and a 401(k) retirement with an employer contribution. The IWJV also provides professional development opportunities as negotiated with the supervisor and approved by the IWJV Coordinator, performance-based financial awards, and an encouraging, supportive, and flexible work environment.

HOW TO APPLY

Applicants should submit the following materials in electronic format (a single PDF is preferred) to Kasey Bader at kasey.bader@iwjv.org. Preference will be given to applications submitted by midnight MST on February 22, 2026. The job posting will be removed when filled.

- A cover letter that explains your experience related to this position.
- A resume and contact information for three references.

START DATE: Negotiable with a target of April 6, 2026.

FOR MORE INFORMATION: Contact Joy Morris at joy.morris@iwjv.org or (775) 722-6624.

People and partnerships are the heart and soul of the IWJV. Our organization comprises a management board, staff, and partners with various experiences, expertise, and perspectives resulting in collaborative and effective conservation. Each team member brings unique skills and contexts that contribute to an innovative and fast-paced work environment. We recruit, employ, train, compensate, and promote regardless of race, religion, color, national origin, sex, disability, age, sexual orientation, veteran status, and other protected status.