



Submit resume and cover letter to:
Northern Water, 220 Water Ave.
Berthoud, CO 80513
Email Preferred: careers@northernwater.org

Posted: 05/13/2024
By: NG
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Grant Coordinator

Division/Department: Finance and Administration Division/Contracts Department

Reports to: Contracts Department Manager

Location: Berthoud, CO

Type of Position: Full-time

Status: Exempt

Salary Range: \$75,894 - \$91,988

GENERAL STATEMENT

The Grant Coordinator plays a pivotal role in researching and securing external funding to bolster diverse programs and initiatives undertaken by Northern Water. This position entails coordinating the pre-award planning, organization, and preparation, as well as post-award administration of various grants, including those awarded by Northern Water to grantees. Working closely with different departments throughout the organization, the Grant Coordinator supports initiatives spanning water efficiency services, forest health, source water protection, and post-fire recovery, as well as infrastructure projects. Effective collaboration with project and program managers and finance and administrative staff is paramount to ensuring that grants adhere to regulatory, funding agency, and policy requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts comprehensive research to identify potential grant opportunities relevant to Northern Water's initiatives and programs and maintains a grant database.
- Collaborates with program and project managers and administrative staff to develop and submit grant proposals that align with Northern Water's strategic objectives.
- Prepares and compiles all components of each grant submission, ensuring that the proposal is formatted, packaged, and submitted in accordance with granting agency requirements.
- Coordinates the planning and preparation of grant proposals for one or more departments; provides guidance and assistance to program and project managers in the interpretation of funding agency regulations and requirements.
- Manages grant awards (including tracking deadlines, reporting requirements, deliverables, and reimbursements requests) and document retention.
- Builds and maintains relationships with funding agencies, partners, and other stakeholders to enhance Northern Water's visibility and competitiveness in the grant funding landscape.
- Provides general administrative support to Northern Water's grant programs, including organizing meetings, maintaining documentation, and assisting with budget and reimbursement tracking.

- Works collaboratively with various departments across the organization and with external project partners to support water efficiency services, forest health programs, source water protection initiatives, post-fire recovery and infrastructure projects.
- Assists with administering grant funding distributed by Northern Water.
- Coordinates with finance staff to ensure compliance with state and federal requirements related to grant funding and reporting.
- Works closely with the Financial Services Department to ensure accurate financial reporting and budget management for grant-funded projects.
- Maintains meticulous records that withstand annual and external audits, demonstrating adherence to grant guidelines and regulations.

OTHER DUTIES AND RESPONSIBILITIES

- Represents Northern Water in meetings, workshops, and conferences related to grant funding and resource management.
- Maintains knowledge of grant funding policies, regulations, and procedures; disseminates and/or presents changes to departments and advises on the implementation of changes, and on the impact of changes on funded operations.
- Performs miscellaneous job-related duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education

- Bachelor's degree in a relevant field (e.g., environmental science, natural resources management, public administration).

Experience

- Three to five years of proven experience in grant research minimum, proposal development, and grant management. Prior grant writing and/or grant administration experience is required.
- General knowledge of water resources, including environmental and watershed health, desired.

LICENSE, CERTIFICATE AND CREDENTIAL REQUIREMENTS

- Valid driver's license

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Familiarity with grant databases, government agencies, and funding sources.
- Understanding of grant proposal development and submission processes.
- State and federal and any other applicable requirements related to grant funding and reporting, including a working knowledge of 2CFR Part 200.
- Understanding of current developments/trends in the area of expertise.
- Budgeting and fiscal management principles and procedures.
- Familiarity with grant portals such as Grants.gov, GrantSolutions.gov and ASAP.gov

Skills

- Effective communication skills, both orally and in writing.
- Demonstrated skills in grant proposal development.

Abilities

- Work independently and collaboratively in a fast-paced environment.
- Attention to detail and accuracy in managing grant-related documentation.
- Build and maintain effective relationships with staff, stakeholders and granting entities.

- Determine informational needs, collect, and analyze information, and devise and develop reports.
- Organize resources and establish priorities.
- Analyze and interpret financial data and prepare financial reports, statements, and/or projections.
- Self-manage priorities and a proactive approach in resolving issues.
- Work well under pressure and to track and maintain timelines for grant development and submission, grant progress reports and grant funding utilization.
- Learn new skills, synthesize and apply knowledge from diverse disciplines.

PHYSICAL REQUIREMENTS

- Ability to occasionally walk/hike at high elevations around water features such as canals, reservoirs, and rivers/streams.
- Balancing, using legs to stabilize self on uneven surfaces, ditch sides, concrete abutments, etc.
- Ability to tolerate temperature extremes, intense sunlight, rain and/or snow, high winds, dust, pollen, etc.
- Ability to lift, drag, or push objects weighing up to 25 pounds.
- Requires prolonged sitting, standing, repetitive hand movement, and fine coordination in using a computer keyboard and mouse.
- Must be able to meet the physical requirements of a post job offer physical examination.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of the job.

OTHER REQUIREMENTS

- Maintains a personal appearance appropriate for job position and image of Northern Water.

This job description in no way states or implies that these are the only duties to be performed by this employee.

Northern Water provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, marital status, sexual orientation, gender identity, national origin, disability, genetics, veteran status or other legally protected characteristics. Northern Water complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. Northern Water also prohibits any form of workplace harassment in accordance with these laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.