



Job Title: Rainwater Basin Joint Venture Operations and Grant Manager
Reports To: Rainwater Basin Joint Venture Coordinator (a U.S. Fish & Wildlife Service employee)
Status: Full-Time, Non-Exempt Employee of the Nebraska Community Foundation
Updated: April 2023

Scope/Position Purpose

The Rainwater Basin Joint Venture (“RWBJV”) Operations and Grant Manager will support the RWBJV (“Coordinator”) in project-based budget tracking, as well as with a variety of operational tasks. The Operations and Grant Manager will assist the Coordinator in administering both federal and non-federal grants, cooperative agreements, and other funding mechanisms. Additionally, the Operations and Grant Manager will work with the Coordinator, RWBJV staff, and various partners to develop financial and progress reports for all funding sources and RWBJV operations.

The RWBJV was formed in 1992 to address the problem of declining migratory waterfowl habitat. The RWBJV provides a partnership structure for agencies, non-governmental organizations, landowners, and farmers to address natural resource issues through projects that also improve migratory bird habitat. The RWBJV is an affiliated fund of Nebraska Community Foundation (NCF).

Examples of Specific Duties and Responsibilities

Grant/Financial Assistance Administration

- Track project funding by maintaining a database with current budget, costs, project details, associated matching funds, and invoicing data.
- Track allocations for projects by specific grants using the RWBJV financial database.
- Maintain project schedules to ensure grant and agreement reporting is achieved by the appropriate deadlines.
- Work with the Coordinator to draft grant applications, budget reviews, modifications, and interim/quarterly/final grant and progress reports.
- Work with the Coordinator to draft financial assistance and cooperative agreement documents, including modifications and annual and final reports.
- Collaborate with the U.S. Fish and Wildlife Service (USFWS) regional Administrative Officer responsible for the RWBJV budget allocation from the U.S. Fish and Wildlife Service to track and reconcile individual funding line expenditures on multiple cooperative agreements as needed.
- Collaborate with the USFWS regional Budget Analyst assigned to RWBJV.
- Prepare fiscal year financial documentation to meet U.S. Fish and Wildlife Service reporting requirements and for inclusion in the RWBJV annual report.
- Draft financial budget for RWBJV Annual Operations Plan.
- Draft and distribute grant outreach materials.
- Maintain a current list of all active and inactive grants.

Administrative Support

- Coordinate administrative work and help to maintain a professional office at the Grand Island, Nebraska headquarters by:
 - Working with the Coordinator to develop office procedures.
 - Managing central office filing system for physical files with assistance from other staff.

- Assist the communication assistant with monitoring website content, preparing eNewsletter and Partnership Update, preparing/reviewing annual report, landowner outreach projects, and maintaining a resource library on the web.
- Work with Coordinator to assemble and distribute management board meeting packets and prepare meeting minutes.
- Prepare meeting minutes for the various workgroups and other assigned meetings.
- Review office supply inventory and work with staff to order and maintain supplies.
- Prepare purchase order requests and track all purchases that use federal funding.
- Track federal property, prepare documentation to excise/transfer/sell federal property, and assist with submitting yearly property reports to USFWS regional Administrative Officer.
- Report monthly odometer readings of fleet vehicles to USFWS regional Administrative Officer
- Draft correspondence for the Coordinator.
- Facilitate office communication by monitoring e-mail, telephone calls, mail, and direct conversation.
- Assist with drafting, reviewing, and finalizing contracts and agreements.
- Provide technical assistance to ensure procurement policy is followed for contract compliance.
- Draft, review, finalize, and distribute invoices.
- Coordinate calendars and schedules of Coordinator and other RWBJV staff.
- Other responsibilities as assigned by Coordinator.

Event/Travel Planning

- Provides event planning and travel assistance for board meetings, annual informational seminar, Association of Joint Ventures Management Board annual Washington DC congressional visit, workgroups, miscellaneous meetings, and workshops with logistical tasks including advance planning and research of viable locations, vendor contract negotiations, registration and airline/hotel reservations support, food arrangements, procurement of audio-visual equipment, , copying and dissemination of meeting support materials, operating within budget constraints, and support to achieve the meeting's overall objective.
- Assists RWBJV staff, board members, contractors, and participants with travel scheduling and arrangements, as needed.

Nebraska Community Foundation Records and Reports

- Track project obligations, project details, project expenses, matching funds, payment/disbursements, receipts/reimbursements, individual grant balances/expenditures/reimbursement by category, reconcile monthly audit trail reports and coordinate accounting activities with NCF staff.
- Quarterly submittal of reports and reimbursement requests to the USFWS.
- Track NCF employee expenses and charges reported on NCF monthly Cost Reimbursement Invoices.
- Prepare deposits and disbursement forms for Coordinator's signature.

Education, Skills, and/or Experience

- High attention to detail.
- Experience in bookkeeping and ledger maintenance.
- Proficiency in use of database, word processing, and spreadsheet software.
- Experience with federal grants is highly desired.
- Experience with drafting, reviewing, and finalizing legal contracts is highly desired.
- Experience with procurement policies highly desired.

- Personable nature and ability to relate well with others.
- Strong written and oral communications skills.
- A person of integrity with a commitment to accomplishing assigned objectives.

Other Requirements

- Attention to detail and excellent attendance required.
- Ability to lift and move items weighing up to 25 pounds.
- This position is based in Grand Island, Nebraska.
- Valid driver's license and reliable transportation required.

This job description is intended to be general, may evolve over time, and is subject to periodic updating. At Coordinator's discretion, the employee may be assigned different and/or additional duties or responsibilities.