

**TITLE: INFORMATION OFFICER** (Grants Manager, LCBP Grand Isle office)

**EMPLOYER:** NEIWPCC, Wannalancit Mills, 650 Suffolk Street, Suite 410, Lowell, MA 01854

**LOCATION:** 54 West Shore Rd, Grand Isle, VT 05458

**SALARY:** Grade and Step dependent upon qualifications and experience.

**ADDITIONAL INFORMATION:** Generous benefits package provided, but not included in salary range: vacation, personal and sick leave; health, dental, disability and life insurance; retirement plan. This position requires the incumbent to work Monday through Friday, 8 hours per day, except for approved compensatory time.

**BACKGROUND INFORMATION:** NEIWPCC is a regional commission that helps the states of the Northeast preserve and advance water quality. We engage and convene water quality professionals and other interested parties from New England and New York to collaborate on water, wastewater, and environmental science challenges across the regions, ecosystems, and areas of expertise. NEIWPCC is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

NEIWPCC serves as financial administrator and program advisor to the Lake Champlain Basin Program (LCBP) and the Champlain Valley National Heritage Partnership (CVNHP). As such, NEIWPCC employs the program staff and maintains the program office in Grand Isle, Vermont. The LCBP coordinates and funds activities that protect and improve the natural and human resources of the Lake Champlain Basin. Partners in the program include the States of Vermont and New York, the Province of Quebec, NEIWPCC, the U.S. EPA, the U.S. National Park Service, and the International Great Lakes Fishery Commission. LCBP and CVNHP also collaborate with several other agencies and organizations at the federal, state, and local levels, including private firms, academic institutions, and non-government organizations.

The Lake Champlain Basin Program coordinates management of Lake Champlain through the Lake Champlain Steering Committee and *Opportunities for Action*, the management plan for the Basin. The LCBP and CVNHP award a significant number of grants each year and requires a person to serve as the primary administrator for these grants. Technical support for the projects will be provided by additional LCBP staff.

**JOB SUMMARY:** Provides administrative support to LCBP Office Manager, LCBP Program Director, LCBP staff, and works closely with NEIWPCC Lowell staff to optimize administration of LCBP and CVNHP grants. Tracks project-level reporting metrics required for various U.S. funding sources. LCBP Grants Manager will serve as the primary point of contact for all LCBP and CVNHP-supported grants.

**DUTIES AND RESPONSIBILITIES:**

**Grant Management.** Incumbent responsible for oversight of all administrative aspects of management of LCBP and CVNHP grants, including:

- Assist with management of Requests for Proposals, including:
  - o Receive, create data files, and file grant applications.
  - o Review applications for eligibility.
  - o Prepare reviewer instructions and coordinate review process.

- Compile scoring and prepare final recommendations for review.
- Prepare award letters
- Assist applicants and grant recipients with all aspects of the process necessary to ensure complete grant applications, timely submission of contract documents, and invoice processing. Process these documents through appropriate internal channels.
- Work with and maintain consistent communication with NEIWPC staff in Lowell office for agreement processing
- Receive and process project data, photos, and other deliverables.
- Work in collaboration with LCBP Project Officers for review and approval of technical items and deliverables for each grant.
- Work with LCBP Project Officers to steer Quality Assurance Project Plans through approval process.

**Project Metric Tracking and Reporting.** Incumbent responsible for management of project metrics and developing progress reports to funding agencies.

- Correspond with grant recipients to receive project tracking data and upload to database in a timely manner
- Ensure project metrics meet tracking criteria required by funding agencies
- Compile annual summary of metrics for annual reports
- Responsible for submitting pertinent grant information to the Vermont DEC Clean Water Performance Report
- Work with VT and NY State staff to record metrics for relevant LCBP-supported projects managed by State programs

**Team Support.** Incumbent will provide support as needed to the LCBP team, with supervisor approval. Team support may include, but not be limited to, field work, office support, or on-site meeting support.

**General Administrative Support:** Assist LCBP Office Manager to greet office guests, answer and route telephone calls, sort and distribute mail, assist with and coordinate basic maintenance of office equipment (e.g. printers, telephone systems, plotter), scheduling and calendar tracking, supply ordering, presentation and document editing, website edits, routine reporting, and general administrative support. Assistance with notetaking during LCBP-hosted meetings.

Other duties as assigned by supervisor.

**SUPERVISORY CONTROLS:** Incumbent operates with some independence of action within their area of activity. Job performance is evaluated by the LCBP Office Manager in consultation with the LCBP/CVNHP Program Director.

The incumbent will rely on their ability, expertise, and commitment to excellence. They will also demonstrate behaviors that are essential to NEIWPC's culture of honesty, ethical behavior, personal integrity, respect for others, transparency, hard work, and collaborative teamwork.

#### **RECOMMENDED QUALIFICATIONS:**

##### **Education**

A bachelor's degree in one of the following: accounting, auditing, business or public administration, business management, non-profit management, communications,

environmental/natural resource management, geographic information systems or a related field, liberal arts or related field required.

### **Experience**

Applicants must have at least (A) three years of full-time, or equivalent part-time, technical or professional experience in the field above, of which (B) at least one year must have been in a professional capacity, (C) any equivalent combination of the required experience and the following substitutions:

### **Substitutions**

- I. An associate's degree with a major in a field referenced above or a related field may be substituted for a maximum of one year of the required (A) experience.\*
- II. A bachelor's degree with a major in a field referenced above or a related field may be substituted for a maximum of two years of the required (A) experience.\*
- III. A graduate degree with a major in a field referenced above or a related field may be substituted for required experience.\*

\* Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

### **Personal Characteristics**

- Think and act in a broad collaborative style. Care deeply about the health and impact of the LCBP, CVNHP, and NEIWPC
- Comfortable in group settings and welcomes collaboration
- Naturally prone to action with a focus toward continuous improvement
- Diplomatic and welcoming in their approach to others
- Able to manage change and articulate the need for that change
- Comfortable working in a very collaborative environment and oriented toward getting things done; able to bring perspectives and ideas to the table while remaining open to perspectives and ideas from others.
- Open to lively debates
- Inclusive and interested in helping others
- Capable of fostering and deserving of trust
- Accept responsibility and be accountable for results
- Ability to write concisely, to express thoughts clearly and to develop ideas in logical sequence as well as communicate verbally

### **Special Knowledge and Skills**

- Experience working with and managing grants
- Provide technical support to partners on all aspects of grant submission and management, including U.S. federal grants
- Ability to maintain accurate records
- Data entry, database management, and basic statistical analyses
- Ability to establish and maintain effective working relationships within diverse groups
- Experience with Microsoft Office Suite (Word, Excel, PowerPoint, and Access), including Microsoft Sharepoint and Teams.
- Ability to review, proofread, and edit documents and presentations as needed
- High degree of multi-tasking and time management capability
- Ability to work independently and as part of a team

- Ability to follow oral and written instructions
- Excellent grammatical, organizational, and interpersonal skills
- Punctuality
- Integrity and professionalism
- Willingness to support colleagues in the event of workflow issues or absences
- Attention to detail

**The following knowledge and skills are helpful, although not a requirement to qualify:**

- Knowledge of or experience with Lake Champlain Basin natural resource and cultural heritage topics
- Experience in website maintenance and WordPress content management systems
- Experience managing and creating databases
- Knowledge of budget preparation, grant writing, and contract management

**Environmental Factors**

Duties will be performed largely in an office setting, but with the need for limited travel for which a valid driver's license and private means of transportation must be available. Position will require travel both regionally and nationally. Will require occasional night and weekend work.

**Requirements**

A shared office space in the Grand Isle, VT office will be made available to the incumbent. After six months of employment, this position may be eligible for a partial telework schedule, subject to approval and determined by program and office needs. Some duties may require travel to various meeting locations in New York, Vermont, or Quebec for which a private means of transportation will be required. Must possess and maintain a valid driver's license.

Travel to Quebec may be requested, for which a private means of transportation and a valid passport or enhanced license will be required.

Attendance in the NEIWPC Lowell office for a one-day orientation and at the annual All-Staff Meeting is mandatory.