



Grants & Contracts Administrator

Earth Island Institute description

Earth Island Institute is a nonprofit environmental organization that has been at the forefront of efforts to protect the planet and its inhabitants for more than forty years. Earth Island supports grassroots activists through a powerful network of about 80 projects working in the United States and around the world. Earth Island's projects safeguard forests, oceans, and wildlife; support youth, women's environmental leadership, and historically-excluded communities; respond to climate change; and advance environmental justice, sustainability, and resilience. Earth Island further inspires action through the New Leaders Initiative and its annual Brower Youth Awards, which provides youth leaders with recognition and mentoring; Earth Island Journal, which provides unparalleled coverage of global environmental news and perspectives; and Earth Island Advocates, which uses the law to strengthen environmental protections. For more information, please visit earthisland.org.

Position overview

Housed in the Earth Island legal team, this position will serve as the primary overseer of all incoming and outgoing grants and contracts, and will work across departments to anticipate, identify, and resolve issues. In addition, the Grants & Contracts Administrator will support efforts to improve internal processes and increase organizational effectiveness, particularly with respect to grants and contracts management.

Reporting to the General Counsel, the Grants & Contracts Administrator is a non-exempt position.

In all aspects of their role, the Grants & Contracts Administrator strives to deliver quality results in a manner that is respectful and supportive of others, and contributes to a strong team environment. This position has a direct impact on the programmatic and operational performance of the organization.

This position is an excellent match for someone who loves thinking about systems and how to improve them; is a problem-solver by nature; understands when details matter; and seeks to join a dynamic, innovative, and impactful organization.

Core responsibilities

Grants & Contracts Management

- Oversee the adoption and implementation of a grants and contracts lifecycle management system, including developing associated processes and workflows for all positions that will interface with the system.
- Oversee the contract/grant review process at Earth Island:
 - Coordinate with other departments to facilitate grants and contract management processes as appropriate.
 - Oversee administrative support staff in all duties related to grants and contracts administration, including due diligence checks, grant/contract execution, and database entry.
 - Recommend steps to improve efficiency and productivity in the contract/grant review processes, and implement approved recommendations.
- Serve as Earth Island's primary reviewer of incoming and outgoing grants and contracts, under the direction of the General Counsel.
 - Ensure business terms/grant purposes are adequately described.
 - Coordinate any insurance requirements associated with grants and contracts, including but not limited to contracts related to special events.
 - Participate in initial discussions relating to new public funding grants and complex contracts to delineate and develop the specific documentation needed to invoice, and provide support in preparing and approving invoices.
 - Escalate related legal issues, including any potential conflicts proposed by grants and contracts, to General Counsel.
 - Work with General Counsel to conduct any necessary conflict-of-interest processes.
- Work closely with the General Counsel to curate and maintain a library of preferred contract and grant provisions, workflows, and templates, including checklists, amendments and termination notices.
- Assist with training relevant staff on contract and grant processes.
- Participate in project onboarding, orientation, training, and other technical assistance as it relates to grants and contracts management.
- Track and present data and metrics on contracts/grants and on the review process.
- Support Program Advisors in ensuring clear, timely, and transparent communication of changes in Earth Island policy, systems, and protocols and their impact to projects and relevant stakeholders.

Financial Management

- Work closely with the Finance team to maintain Earth Island's capacity to obtain public funding, providing information for annual audits, and maintaining government-affiliated registrations and licenses.
- Working with the Finance team, maintain a schedule of government funding and cross-check against accounting records for accuracy.
- Review all governmental funding invoices from Projects **prior to submission** for accuracy and compliance, then ensure submission to and approval by the funders.
- Ensure that Finance receives complete, signed governmental funding invoices for posting to the accounting records.

Qualifications:

We strongly encourage individuals from underrepresented backgrounds, including women and people of color, to apply. Research has shown that these groups are often less likely to apply unless they meet 100% of the listed qualifications. At Earth Island, we value diversity and believe that a range of perspectives contributes to our success. If you have at least 60% of the qualifications listed and a growth mindset, we encourage you to submit your application.

- B.A./B.S. or higher degree, or equivalent experience.
- 5 or more years of relevant and applicable work experience in contracts and grants review and management.
- Strong customer service, communication (verbal and written), and administrative skills.
- Ability to hold self and others accountable to high-quality, timely, and effective services.
- Ability to demonstrate sensitivity to and appreciation for diverse viewpoints, different communication styles, and a wide range of diverse colleagues and project partners.
- Ability to work as part of a team and across departments, and to support the professional development of team members.
- Ability to manage in an environment of change, or ability to lead through adaptive change.
- Ability to manage, track, understand and explain financial management concepts.
- Strong project management skills and high level of analytical skills, including the ability to work with input and information from multiple sources, and assimilate and present information in a clear and concise manner.
- Familiarity with legal frameworks governing organizations exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.
- Computer proficient with a comprehensive working knowledge of MS Word, MS Excel, Adobe, and Google Suite.
- Preferred but not required to have familiarity with some or all of the following systems: Salesforce, Nifty, DocuSign, and/or Sage Intacct.

Hours, Location, and Compensation:

This is a full-time, non-exempt position. The salary for this position is \$76,000. This salary may be adjusted upward to the maximum of \$86,000 if a candidate has prior experience at Earth Island and/or a candidate has significant relevant experience (in years) beyond the minimum outlined in the job description. Earth Island (Network Services) has adopted a compensation philosophy and set of practices to promote equity, remove bias — whether implicit or explicit — in the salary adjustment process, and to promote transparency around salaries. Each position has a grade and has a corresponding range of pay based on our peer market pay practices and an employee's tenure in a job. Full benefits include medical, dental, vision, and life insurance, 13 paid holidays per year, a week-long winter break, paid vacation and sick leave, and a 401(k) plan with employer match.

The position is based in Earth Island's Berkeley, California office, with at least two full days per week in the office and attendance at other regular in-person meetings and gatherings.

Application

Please send your resume along with a cover letter expressing your interest in Earth Island and how your qualifications align with the responsibilities of this position, and your LinkedIn profile (optional), to jobs@earthisland.org with "Grants & Contracts Administrator" in the subject line.

Application initial review timeline

Applications sent in by November 1 will be considered for priority review. Applicants may receive contact prior to November 1 to participate in a short screening call. The position will be open until filled.

Covid-19 Considerations

Earth Island is committed to protecting the health of our employees. To this end, Earth Island employees are required to be vaccinated or provide documentation of medical or religious exemption. We will continue to evaluate these policies and practices informed by public health guidance and employee needs.

Earth Island Institute provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.

We strongly encourage applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Earth Island Institute is committed to our role in addressing barriers to engagement as we work collectively toward a future of environmental wellbeing for all. We value diversity and inclusion and we look forward to reviewing applications from all who are qualified to apply.

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. If you seek an accommodation, please send an email to Michelle Thompson at HR@earthisland.org.