OPEN POSITION ANNOUNCEMENT

JOB TITLE: Project Advisor – Public Funding Specialist

For over 30 years, Earth Island Institute has been a hub for grassroots campaigns dedicated to conserving, preserving, and restoring the ecosystems on which our civilization depends. By serving as a support system for creative individuals, we are helping to grow the environmental movement. Our sponsored projects address many of the world’s most pressing environmental and social issues and work toward a sustainable future through a combination of education and activism — informing decision-makers, the media, and the general public about global threats and opportunities.

The Project Advisor, Public Funding Specialist is part of the Earth Island Network Services team serving as liaison, administrative coordinator, and coach to Earth Island sponsored projects under the supervision of the Director of Operations. In addition, the Public Funding Specialist is responsible for growing project support services in the areas of training, administration, and technical assistance to projects and EINS staff on public funding.

Responsibilities include:

Public Funding Specialist
This position will be responsible for administration, training, and technical assistance to project and EINS staff on public funding. This will include the following:

- Build understanding of both Federal and State administrative guidelines and grant application process within EINS and Project staff.
- Design and implement systems for public fund tracking/management at EII and with projects in coordination with Earth Island Accounting staff.
- Coordinate Negotiated Indirect Rate application annually.
- Ensure compliance with state and federal guidelines regarding public fund management, including contracting, procurement, and reporting.
- Help with audit of publicly funded projects.
- Maintain all federal and state vendor registrations.
- Review and approve grant application packages including budgets and required certifications.

Project Liaison
This position will be part of a team of experts providing coaching, training, and technical assistance to project leadership and Project Support staff. This position will be the primary point of contact for a caseload of projects and will work in conjunction with administration, finance, and human resources staff to coordinate services and training of project directors and staff. This position will also proactively pursue opportunities to
represent EII’s fiscal sponsorship model to other fiscal sponsors and prospective projects.

In addition, this position will be responsible for processing and information management for contract review, documentation of expenses for reimbursement, and helping projects understand relevant IRS regulations related to tax exempt charities. Typical duties include but are not limited to:

- Source of general knowledge about EII systems and project/sponsor relationship.
- Maintain a holistic picture of assigned projects’ activity, impact, health, and organizational development.
- Communicate with EINS staff around project needs and challenges for the purposes of planning, service, and education.
- Help project directors to understand their responsibilities, EII services, and EII systems.
- Help project directors to understand nonprofit compliance, rules, and regulations.
- Provide administrative support and interpret nonprofit regulation to fiscally sponsored projects.

Qualifications

- Familiarity with nonprofit regulations and grant management is required.
- This position requires four or more years of nonprofit experience, and a basic knowledge of accounting principles.
- Demonstrated experience managing publicly-funded grant awards and contracts, including: understanding of OMB guidelines, Grants.gov, and SAM registrations; management of financial tracking systems for income and expenses per grant award guidelines and invoicing reimbursable awards and contracts.
- Understanding and experience with contract process including OMB guidelines on procurement and documentation.
- The ideal candidate will demonstrate, through training and experience, strong customer service, communication and administrative skills, and a willingness to accept and take on new challenges.
- Qualified applicants must be self-directed, well organized, and focused yet flexible when faced with constantly changing priorities.
- Candidates must be computer literate and have comprehensive working knowledge of MS Word, MS Excel, Gmail, and Google Docs. Database or web experience is a plus.
- Collaborative mindset and team building ethic. Exceptional interpersonal communication.

Hours and Compensation

This is a full-time position with a salary range of $65,000-$70,000 depending on experience. The position reports to the Director of Operations.

Position is Monday-Friday during regular business hours located in the David Brower Center, 1 block from the Downtown Berkeley BART station. This is a nonexempt position with generous benefits including medical, vision, dental, chiropractic, and paid leave.
Applications will be accepted through February 29, 2020 or until the position is filled.

To apply
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 to jobs@earthisland.org with Program Advisor in the subject line.

Earth Island Institute is an equal opportunity employer and seeks to reflect the diversity of the communities we serve. Earth Island does not unlawfully discriminate against employees or applicants because of race, color, religion, religious creed, sex (including pregnancy, breastfeeding, childbirth, or related medical conditions), national origin, ancestry, age, marital status, physical disability, mental disability, medical condition, genetic information, gender, gender identity, gender expression, sexual orientation, military and veteran status, or any other basis protected by state or federal laws, local law, or ordinance.