

California ReLeaf
Job Opening

TITLE: Program Manager, Grants
SALARY RANGE: Part-time, at 80% (32 hours/week); \$36,000 - \$41,600

Position Summary

The Program Manager for Grants oversees all aspects of California ReLeaf's pass-through grant programs, including writing grant guidelines, soliciting proposals, coordinating the grant evaluation and award process, securing executed contracts, accounting for all grant funds, and reporting on grant successes and failures. California ReLeaf currently administers three grant programs -- two on behalf of the State and one federal grant.

Essential Functions

- Monitors the progress of grant projects.
- Makes visits to selected project sites.
- Manages invoicing through State and Federal agencies and coordinates payments to grant recipients.
- Writes required reports for each grant program.
- Maintains database and filing system for grant programs.
- Responds to telephone, mail and email inquiries for program and technical information.
- Coordinates mailings to newspapers, government agencies, potential grant applicants, California State legislators, and the California ReLeaf Network.

Other Responsibilities

- Attends and assists with annual California ReLeaf Network Retreat.
- Performs other duties as assigned by supervisor.

Qualifications

- Bachelor's degree required.
- Minimum three years of nonprofit experience.
- One or more years of environmental experience preferred (either volunteer or professional).
- Computer proficiency (word processing, internet, and spreadsheet applications).
- Basic knowledge of budgeting, bookkeeping and accounting policies, including experience with QuickBooks.
- Ability to exercise good judgment and take initiative.
- Excellent written and oral communications skills.
- Excellent organizational skills.

How to apply: Send cover letter and resume BY 5:00pm on May 7, 2010:

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Questions? Call Joe Liszewski at 530-757-7332 or www.californiareleaf.org