



Position: Grant & Contract Manager

Reports To: VP Finance

Type: Exempt

Location: Baltimore, MD

ORGANIZATION PROFILE

The Business Network for Offshore Wind (The Network) is a nonprofit, educational organization with a mission to develop the offshore wind renewable energy industry and its supply chain. The Network partners with industry and government to build an innovative supply chain that will create and sustain jobs, benefiting local economies and ensuring a cost-effective clean energy portfolio. We advance this through collaboration, education, and innovation, bringing together global developers, policymakers, academia, and leading experts to grow this new and vital offshore wind industry that provides a practical solution to climate change and creates well-paying jobs.

POSITION SUMMARY

The Grants and Contracts Coordinator/Manager is responsible for the grant and contract life cycle process including preparing proposals/bids, administering awarded contracts and grants and meeting reporting requirements. This position provides administration for the grants and contracts throughout all stages including identifying, assessing, applying, receiving, tracking, maintaining accurate and timely records of programmatic reports and sending invoices. This position works closely with the program and policy team but reports directly to the VP for Finance.

POSITION FUNCTIONS AND RESPONSIBILITIES

- Research potential private and public grants/contracts in support of the Network and its respective working groups; notify senior management of grant opportunities; make recommendation for applying
- Responsible for grant and contract submission process
- Assist with grant writing by working with appropriate staff to develop project description, statement of work; staffing plan, budget, and budget justifications
- Review terms and conditions of contracts, i.e., intellectual property, termination, conflicts with state or federal law, and accounting procedures; attend pre-bidder conferences, review grant Q&A
- Maintain grant submission files (organizational chart, audit documents, staff bios, etc.)
- Submit grant or contract package on time
- Responsible for all components of post-award grant/contract compliance and performance monitoring and support, including compliance, and reporting
- Develop controls to maintain and support compliance while providing staff with the support and training needed to utilize and adhere to them
- Educate staff of the organization's obligations for awarded grants, organize hand-off meetings with program lead & staff
- Notify Vice President of Finance and staff of deadlines, reports, and obligations due to meet grant requirements
- Track awarded grants, revise budgets and provide rolling forecasts to report progress over the life



cycle of the grant

- Assist in the drafting of quarterly and annual reports, maintain records of such reports; ensure reporting compliance to external stakeholders
- Draft and send invoices for payments
- Reconciliation and grant closing
- Update Salesforce with leads and contacts that help actively pursue business development efforts for all Network programs, projects, services, products, and events

EDUCATION AND EXPERIENCE

- Bachelor's degree, preferred
- 2+ years of applicable grant administration experience, required
- Experience in foundations, nonprofits, or the public sector, highly desirable
- Experience Salesforce, desirable
- Exceptional attention to detail
- Customer service orientation
- Proven record of accomplishment of project management skills
- Excellent verbal and written communication skills

BENEFITS AND COMPENSATION

The salary range for this position is commensurate with experience. For full-time, benefit eligible employees, the Network offers an excellent range of benefits including:

- Medical Insurance
- Dental and Vision Benefits
- Employee Life Insurance
- Employee Short- & Long-Term Disability
- Paid Vacation
- Generous paid leave
- 401K Plan

WORKING CONDITIONS

- Work is in an office environment

The Business Network for Offshore Wind provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Business Network for Offshore Wind complies with applicable state and local laws governing nondiscrimination in employment in every location in which we employ staff. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.