



Northern Border Regional Commission

Location: This is a fully remote work from home position. Candidates may be based anywhere within NBRC's territory (Maine, New Hampshire, New York & Vermont)

Position Title: Grant Administrator (term-limited)

Supervisor: Director of Finance & Evaluation

Travel Requirements: Periodic travel within the NBRC's territory for stakeholder, staff, and Commission meetings.

POSITION SUMMARY

The Grant Administrator (GA) works collaboratively with NBRC staff and leadership, and Federal and State partners, to liaise with and support NBRC-funded projects across the NBRC's territory. The GA's primary responsibility is the execution of all grant lifecycle components, starting at the project initiation phase.

The grant lifecycle is a critical function to the operation of the NBRC and includes duties such as project reimbursement requests, compliance reporting and technical assistance, and working to finalize successful projects.

The ideal candidate will demonstrate curiosity and an eagerness to learn about the grant lifecycle, a variety of types of projects, and the characteristics of different funding mechanisms. Additionally, ideal candidates will be collaborative by nature and express the continuous improvement mindset necessary in a small but growing organization.

ROLES AND RESPONSIBILITIES

Grant Administrator's responsibilities include:

- Providing grant lifecycle technical assistance, and superior customer service to grantees and NBRC partners, serving as a liaison to grant recipients on behalf of NBRC.
- Managing a portfolio of NBRC grants and processing project reimbursement requests, close-out requests, amendments, and de-obligations within the NBRC's Grants Management System and manually.
- Participating in project monitoring/compliance activities, including supporting grantees and Local Development District (LDD) partners with one-on-one assistance.
- Helping develop grantee training materials and participating in grantee training sessions.
- Helping keep standard operating procedures and guidance documents current.
- Collaborating with colleagues on the Program and Partnerships Team throughout the year, but specifically during the two annual grant rounds, as applicants move into the grantee portfolio.
- Representing NBRC programs to public stakeholders, and State and Federal partners.

Other tasks: The GA will support other Commission functions as needed, such as project-based work to better understand project challenges, assisting in NBRC program and/or partnership work, and supporting internal data tracking/analysis.

REQUIRED SKILLS AND EXPERIENCE

The Grant Administrator will be an analytical team member with a curiosity about topics in economic development and more broadly. The ideal candidate will have 1-3 years of prior experience in a relevant field and possess the following skills:

- Superior analytical ability, detail oriented, and experience in identifying and resolving difficult problems.
- Flexibility and versatility: Provides rapid response to varying, often time-pressured assignments; possesses the ability to transition quickly between complicated issues.
- Ability to understand new information quickly and thoroughly, to develop new concepts and ways of approaching, identifying, and flagging difficult problems, and to reason logically from the facts available. Ability to synthesize this information and present ideas and recommendations clearly and effectively, both orally and in writing.
- Demonstrate initiative and creativity in relating developments in the assigned program areas to overall program policies.
- Ability to handle high stress and potentially confrontational situations in a calm and effective manner.
- Adaptable with respect to changes in work processes and near-term objectives.
- Ability to communicate with a diverse group of individuals.

This is a full-time, term-limited (up to 3 years from date of hire) role defined as 40 hours/week. The hiring range for this role is \$60,000 - \$65,000/annually, depending on the skills and experiences of the successful candidate (for internal equity, NBRC cannot engage in salary negotiations outside of this range). This position is benefits-eligible, and the position is eligible for annual salary increases based on cost-of-living adjustments and merit.

To apply: Please submit a resume and cover letter to Molly Taflas, Deputy Director, mtaflas@nbr.gov. Please *do not* include photos or social media links with your application materials.

This job description is intended to provide general information about the position. It is not an employment contract and is not intended as a complete list of all job roles and responsibilities. The incumbent may be required to perform other roles and responsibilities. As with all positions, the responsibilities, roles, and requirements of this job may change. The organization, at its discretion, may alter this job description at any time with or without notice.

Equal Employment Opportunity Statement:

The NBRC is an Equal Opportunity Employer. The NBRC does not discriminate against any employee or applicant for employment on the basis of actual or perceived race, color, creed, religion, sex or gender (including pregnancy, childbirth, related medical conditions and lactation), gender identity or gender expression (including transgender status), sexual orientation, age,

disability, national origin, ancestry, citizenship status, military service and veteran status, genetic information or other characteristics protected by applicable federal, state, or local law or ordinances. The NBRC is dedicated to ensuring the fulfillment of this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.