



Position Description **Grant/Contract Administrator**

The Gulf of Mexico Alliance (GOMA), as a non-profit organization, is a partnership of the five Gulf States and supported by a broader network of federal agencies, academic organizations, businesses, and other non-profits in the region with a goal to significantly increase regional collaboration to enhance the environmental and economic health of the Gulf of Mexico. (<http://www.gulfofmexicoalliance.org/>)

General Description:

The Grant/Contract Administrator is responsible for preparing and reviewing grants, contracts, sub-grants, and subcontracts. A successful Grant and Contract Specialist will demonstrate a strong attention to detail along with ensuring compliance with GOMA policies, prime awards, contracts, and the law. The ideal candidate has previous experience managing contracts and is very familiar with 2 CFR Part 200 and Federal Acquisition Regulations.

This is a telecommuting position and is not located at the GOMA headquarters office in Ocean Springs, Mississippi, works with all GOMA staff and reports to the Director of Business Operations.

Duties & Responsibilities:

- Work with GOMA staff to prepare contracts, grants, sub-agreements, and modifications to ensure they are consistent with applicable regulations, policies, and procedures, and that the required scope, duration, payment, and liabilities are accurately reflected to accomplish the intended programmatic mission.
- Evaluate business integrity, ability, and capacity of sub-award applicants to manage federal funds.
- Interpret the impact of changes in applicable laws and regulations on the administration process.
- Maintain organized and detailed system of physical and digital files, including tracking of open, modified, and closed agreements
- Perform other duties as assigned or required

Qualifications, Knowledge, and Skills:

- Bachelor's degree and two (2) years minimum contract administration or paralegal experience
- Strong understanding of standard contract language and working experience in preparing and executing agreements; experience negotiating contract terms
- Minimum of one year of specialized experience with the following:
 - Working independently to perform all pre-award and post-award acquisition functions including grant close-outs, tracking, monitoring or reporting
 - Federal grant oversight and compliance regulations including indirect cost regulations, sub-award agreements, and close-out documentation
 - Federal Acquisition Regulations (FAR)
 - OMB Uniform Guidance



- Computer proficiency in Microsoft Office applications (Word, Excel, Teams, Email communications, etc.)
- Outstanding communication skills, including ability to interact effectively with all levels of staff and subcontractors
- Excellent organizational skills and very strong attention to detail and accuracy of information, with an ability to spot errors
- Must be a self-starter; take initiative, make critical decisions and meet key deadlines

Status:

Full-time Exempt. The Gulf of Mexico Alliance is an at-will employer and employment does not constitute a contract.

Salary:

Salary is commensurate with experience, ranging from \$55,000 to \$65,000 per year (including \$4,000 health insurance allowance, which is considered part of base pay after the 1st year).

Benefits:

- Flexible/remote work location; but must be located in the Gulf region (FL, AL, MS, LA, TX)
- Personal leave accrued at a rate equivalent to 15 days per year
- Sick leave accrued at a rate equivalent to 12 days per year
- 8 weeks paid parental leave (after 25 weeks of employment)
- 14 paid holidays
- 403b retirement savings plan

How to Apply:

Interested parties should send resumes to the GOMA Director of Business Operations. Submit electronically to Connie.Thrift@gomxa.org or via U.S. mail to:

Gulf of Mexico Alliance
Attention: Connie Thrift
1151 Robinson Street
Ocean Springs, MS 39564