



Position Description

Grants and Contracts 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 Grants and Contracts Administrator is responsible for post-award fiscal and administrative duties related to the management of GOMA's subrecipient awards and subcontracts. A successful Grants and Contracts Administrator will demonstrate a strong attention to detail along with ensuring compliance with federal funds management, GOMA policies, subawards, contracts, and the law. The ideal candidate has previous experience overseeing federal awards and contracts. Grants and Contracts Administrator works with all GOMA staff and reports to the Grants and Contracts Manager.

This is a telecommuting/remote position and is not located at the GOMA headquarters office in Ocean Springs, Mississippi.

Duties & Responsibilities:

- Work with GOMA staff to prepare contracts, grants, sub-recipient agreements, and modifications to ensure they are consistent with applicable policies, and procedures, and that the required scope, duration, payment, and liabilities are accurately reflected to accomplish the intended programmatic mission.
- Review sub-recipient applications for completeness ensuring applications are in conformance with federal costs principles, applicable laws, regulations and policies.
- Evaluate sub-recipient budgets for allowability, reasonableness and compliance with federal costs principles.
- Conduct pre-award grant risk assessment activities ensuring sub-recipients are eligible to receive federal funds, are in good standing, and have the capacity to manage federal funds.
- Ensure sub-recipients submit performance and financial reporting on time and raise issues affecting project compliance and/or progress
- Review sub-recipient reimbursement requests and supporting documentation for compliance with the agreement terms and to ensure compliance with federal financial guidelines and regulations and identify any discrepancies or variances.
- Complete reporting required by the Federal Funding Transparency and Accountability Act (FFATA).
- Stay abreast of federal grant regulations, policies, and guidelines to ensure ongoing compliance.
- 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 relevant experience working with federally funded programs



- Strong understanding of standard contract language and working experience in preparing and executing agreements
- Minimum of one year of specialized experience with the following:
 - Working independently to perform all pre-award and post-award functions including grant close-outs, tracking, monitoring or reporting
 - Federal grant oversight and compliance regulations including indirect cost regulations, sub-recipient agreements, and close-out documentation
 - Working knowledge of 2 CFR Part 200 (Uniform Grants 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
- Ability to work remotely with minimal supervision.
- Familiarity with procurement and Federal Acquisition Regulations (FAR) (Desired but not required).

Status:

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

Salary:

\$50,000 per year (including \$4,000 health insurance allowance, which is considered part of base pay after the 1st year).

Benefits:

- Flexible/remote work location; preferred to be located in the Gulf region (FL, AL, MS, LA, TX), but not necessary
- 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 Grants and Contracts Manager Clark Gradney at Clark.Gradney@gomxa.org.