



Grants and Contracts Analyst

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 Analyst (Analyst) works with GOMA staff to oversee GOMA's sub-grant awards and subcontracts. In addition, the Analyst will assist with the management of data, files, and documents and will assist the Grants and Contracts Manager to ensure federal and private funds are managed appropriately. This includes following GOMA policies and federal regulations relative to sub-grant agreements, subcontracts and procurement. The successful Analyst possesses excellent organizational skills, keen attention to detail, and outstanding communication skills. The Analyst 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

The Analyst will work with GOMA staff to:

- Prepare/draft contracts, sub-awards, agreements, and modifications.
- Review sub-award applications to ensure applications are complete and conform with federal costs principles, applicable laws, regulations and policies.
- Assist with conducting pre-award risk assessments.
- Assist with review of reimbursement requests/invoices and supporting documentation.
- Ensure sub-awardee or contractor compliance with agreement terms, conditions, and requirements.
- Assist with completing and submitting required federal reporting.
- Assist with development and maintenance of a digital file storage system.
- Assist with overall monitoring of sub-award agreements and contracts.
- Assist with the development of internal processes and procedures for grants, sub-awards, and contracts.
- Assist with GOMA's annual multi-day conference (*may require overnight travel*).
- Stay abreast of GOMA policies and federal regulations to ensure that sub-awards and subcontracts are managed appropriately.
- Perform other duties as assigned or required.
- Travel to GOMA headquarters a minimum of 2 times annually.

Qualifications, Knowledge, and Skills

- Bachelor's degree and one (1) year of professional work experience
- Ability to work remotely with minimal supervision
- 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
- Desire for knowledge and training to increase understanding of grants, contracts, procurement, and internal GOMA policies
- 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

\$50,000 per year (including \$4,000 health insurance allowance, which is considered part of base pay after the first 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 Clark Gradney, GOMA Grants and Contracts Manager, by August 15, 2024 at Clark.Gradney@gomxa.org.