Job Posting: Education Grant Manager

Deadline to Apply: February 1, 2021
Intended Start Date: March 1, 2021
To apply: Applicants will need to submit a resume and cover letter via the link below: https://app.smartsheet.com/b/form/8f0641b7493a4e87a4e87a23c1045066d9945

Billion Oyster Project
The Billion Oyster Project (BOP) is a 501(c)(3) nonprofit organization whose mission is to restore oyster reefs to New York Harbor through public education initiatives.

Our Vision
A future in which New York Harbor is the center of a rich, diverse, and abundant estuary. The communities that surround this complex ecosystem have helped construct it, and in return benefit from it, with endless opportunities for work, education, and recreation. The harbor is a world-class public space, well used and well cared for—our Commons.

Our Ethos
Restoration through Education
We believe that restoration without education is fleeting. To ensure the long-term health and productivity of our natural environment we must teach young people to care for, monitor and restore their Harbor.

Education through Restoration
We believe that students learn best when applying their studies to a large-scale ecosystem restoration project that challenges them to become active participants and takes them out of the classroom, down to the water’s edge to experience the ecosystem first-hand.

Our Flagship School
The Urban Assembly New York Harbor School’s mission is to provide a college-preparatory education built upon New York City’s maritime experience that instills in students the ethics of environmental stewardship and the skills associated with careers on the water.

About the position:
The Education Grant Coordinator will be responsible for the successful management of two multi-million dollar, complex grants awarded from the National Science Foundation. The Education Grant Coordinator will report to the Director of Education. The Education Grant Project Manager will also work closely with BOP’s Institutional Funding Officer, the Director of Finance & Operations and external grant partners. This is a two-year position that aligns with the life of the NSF grants mentioned above.
Job Posting: Education Grant Manager

Essential Functions

Responsibilities include, but not limited to:

- Ensure compliance with the rules and regulations established by the grantor
- Serve as a liaison with principal investigator, BOP staff and other grant partners
- Oversee special audits as required by the grantor
- Perform functions of financial administration and reporting in a timely manner
  - Solicit information from BOP staff for written reports
  - Draft and submit reports on work progress
  - Track, review and help adjust grant budgets
  - Screen and process requests for expenditures
  - Work with BOP program and finance staff to prepare monthly vouchers.
- Oversee all aspects of grant partner coordination, including contracting of university and lab partners
- Prepare any external contracts needed to execute the grants
- Organize quarterly meetings and maintain partner contacts
- Meet with BOP staff to stay up to date on the planning and execution of program activities as they relate to grant deliverables
- Support BOP staff in the execution of professional development activities, field expeditions, and other events in order to execute requirements of the grant
- Support BOP staff in meeting and documenting objectives and deliverables on time
- Monitor programs funded by grants to ensure compliance with grantor guidelines
- Communicate regularly with grant evaluators to ensure compliance with required surveys and information gathering
- Plan and participate in meetings, discussion groups and appropriate events to promote project visibility
- Perform related work as required

Skills & Qualifications

- BA Degree, 2 years work experience
- Excellent client facing and internal communication skills
- Excellent verbal and written communication skills
- Knowledge of grant management including accounting and financial reporting
- Strong time management and organizational skills
- Experience working with grants
  - Familiarity with government grants is a plus
  - Experience with public speaking or teaching a plus
Job Posting: Education Grant Manager

This job description is not intended to represent a complete, comprehensive list of all duties and responsibilities that may be required in this position. There may be unplanned activities and other duties as assigned.

Salary:

$52K - $58K

Benefits:

The BOP Education Grants Manager is an employee of the New York Harbor Foundation d/b/a Billion Oyster Project, a 501(c)3 nonprofit organization. This is a year-round position and benefits include health insurance, generous paid vacation time, 10 paid holiday, personal days, sick leave, medical and dental insurance, FSA program, 401K, a pre-tax commuter program, and Citi Bike discount.

Equal Employment Opportunity

Our goal is to be a diverse workforce that is representative, at all job levels, of the communities we serve. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Billion Oyster Project believes that diversity and inclusion among our teammates is critical to our success as an organization, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

Fingerprinting

Any person working in the New York City Department of Education buildings, working with NYC DOE students or who has access to NYC DOE confidential information is required by New York State law to undergo a security clearance, including fingerprints, prior to commencing services. All prospective employees must have a security clearance before starting work. No one can be fingerprinted by the NYC DOE or undergo the security clearance unless they have been added to the organization or agency's Personnel Eligibility Tracking System roster.