



# RiversEdge West

RESTORE + CONNECT + INNOVATE

## BUSINESS ADMINISTRATION & GRANTS MANAGER

**AGENCY** | RiversEdge West (formerly Tamarisk Coalition)

**TYPE** | Part-time hourly position, 20hrs/week

**LOCATION** | Grand Junction, Colorado

**WAGES** | Based on education and experience; range is \$19/hr - \$21/hr

**BENEFITS** | 403b7 retirement plan with employer match, continuing education stipend

**APPLICATION DIRECTIONS** | Please send a cover letter, resume and three references in one document via email to [rlloyd@riversedgewest.org](mailto:rlloyd@riversedgewest.org), with the title "Last Name\_Business\_Grants\_Manager\_Application\_2021".  
**Word and/or PDF files only. Applications must be received by 5:00 pm MDT, June 24 2021**

### OVERVIEW

RiversEdge West (REW) is the leading nonprofit working to protect the quality and ecological integrity of riparian (riverside) lands as an important means to promote the economic, social and cultural well-being of communities in the American West. Founded in 2002, REW employs a passionate team of 9 and manages a \$1.2M budget. REW's strategic plan demonstrates the commitment this organization has to sustainability, growth, and being at the forefront of river restoration in the nonprofit sector.

REW is seeking a creative and detail-oriented individual to join our high-functioning team and help us make an impact on rivers in the West. Exceptional communication, organizational, and business administration skills are important. The position will work in coordination with, and in support of, REW staff on the business administration and grant management aspects of our organization. REW's new team member will be based in Grand Junction, Colorado.





## PRIMARY RESPONSIBILITIES

Primary responsibilities described below may also include support for other organizational tasks and programs. This position reports directly to the Executive Director and will work in coordination with all REW in-office and remote staff.

### Grant management:

- Assist and oversee the management of REW's grant portfolio, including setting up accounting requirements and coding and ensuring all reporting and financial requirements are being met.
- Work with staff to set up partner contracts and process all associated accounts payable and receivable in coordination with the organization's accounting firm and organizational leadership.
- Actively track grant cycles and work with leadership to ensure grants are closed out in a timely and effective manner.
- Ensure all associated paperwork is documented and organized in an online server.

### Business administration:

- Manage items critical to the organization and nonprofit status (licenses, reporting, etc.) at both the federal and state level, in coordination with leadership.
- Assist with board meeting preparation and recording of minutes.
- Support program staff in event registration logistics.
- Process all administrative accounts payable.
- Manage office (office supplies, subscriptions, coordination with IT service, etc.)

## QUALIFICATIONS

- Bachelor's degree preferably in business, accounting, or related field or similar experience; preferably experience with nonprofits.
- Familiar with nonprofit organization operations (experience with grant management preferred).
- Experience with QuickBooks and Microsoft Office Suite including Word and Excel.
- Familiarity with, and/or ability to learn and use Neon CRM, ClickTime and Sharepoint.

## SPECIAL JOB REQUIREMENTS

- Must have a dependable car and valid driver's license.
- Ability to work a flexible schedule, including evenings and weekends as needed.

