



POSITION ANNOUNCEMENT
Grants and Account Coordinator

July 2024

GRANTS AND ACCOUNT COORDINATOR

Pay range: \$25-\$32 per hour / 40 hours per week (\$52,000 - \$66,560 annual salary equivalent) (DOE)

Reports to: Grants and Account Director

Work Location: Greater Denver Metro Area (with remote work options; weekly office presence required). Some travel will be required.

ORGANIZATION SUMMARY

Coalitions and Collaboratives (COCO) is a nonprofit organization with a mission to advance healthy and resilient communities through collaborative conservation and restoration, with a vision of a future where ecosystems are resilient, and communities thrive together. COCO supports community-based organizations committed to climate resiliency by bringing expertise, resources, and funding.

POSITION SUMMARY

The Grants and Account (G&A) Coordinator plays a crucial role in supporting key COCO programs such as the Action, Implementation, & Mitigation (AIM) grant program and Community Navigators Initiative. These programs offer substantial funding, mentorship, capacity-building, and training opportunities to place-based organizations nationwide, supporting wildfire & climate change resilience. The G&A Coordinator serves as a liaison between internal staff, external partners, sub-recipients, and agencies, to ensure effective collaboration and compliance.

The successful applicant should possess knowledge of grants management and compliance, sub-award administration procedures, and have excellent organizational and interpersonal skills. Strong verbal and written communication skills are a must, as is experience in providing exceptional customer service in a fast-paced environment. The ability to meet deadlines, prioritize work, exercise sound judgment and discretion, and pay attention to detail under pressure is essential.

This role is important to the *mentorship and support* of the place-based organizations that COCO serves.

The responsibilities of the G&A Coordinator include, but are not limited to the following:

Management of Grants and Awards

- Review and monitor grant reimbursement requests
- Monitor expenses, payments, and receipts of sub-award grant activity to ensure that all funds received are accurately requested, expended, and recorded
- Under the supervision of the Grants and Account Director, coordinate with Program Directors and Office Manager for timely reimbursement payments and reporting
- Support financial reporting, risk assessments, and desk audits for federal awards
- Maintain and expand current knowledge base by participating in educational or training opportunities, reading relevant publications, and maintaining professional networks

Contractual & Affiliate Support

- Ensure that all contractual documents are received and comply with COCO contracting procedures and policies.
- Accurately track contractor invoices and financial data on spreadsheets

- Coordinate with program leadership on a frequent and as-needed basis to support the financial management of affiliate organizations

Program Management Support

- Serve as a primary point of contact for grant awardees and contractors, addressing inquiries and providing guidance throughout the grant lifecycle.
- Assist grantees in understanding grant requirements, timelines, and reporting procedures
- Assist with review of proposals from potential sub-recipients
- Provide sub-award guidance, compliance, and financial management training development (delivering webinars, and providing training guidance through oral and written methods)
- Draft sub-award and subcontract agreements or contracts, and modifications as required to reflect updates/changes in budgets, obligations, and reporting requirements
- Maintain effective communications with sub-recipients to facilitate compliance
- Ensure proper close-out of awards, sub-recipients, and subcontracts
- Empower organizations and communities COCO serves by assisting with the development of financial trainings, templates, resources, and tools

Qualifications & Experience

- Associate Degree in Business Administration, Finance, Accounting, or a related field or 5-7 years of full-time business administration, finance, or accounting experience in lieu of an Associate Degree
- At least two (2) years of experience directly related to the duties and responsibilities of this position (spreadsheets or other related applications) on a routine basis.
- Experience coordinating complex projects
- At least one year of experience successfully managing working from home
- One year working in customer service as a front-line employee
- Proficiency in using Google Suite (Docs, Sheets, Slides, etc.), Adobe products, and Microsoft Office Suite
- Experience working with databases and data management systems

Preferred Qualifications

- Bachelor's Degree in Business Administration, Finance, Accounting, Management, or a relevant field of subject matter expertise (Natural Resource Management, Forestry, Conservation Social Science)
- Prior experience working with US Government / non-profit on procurement and/or sub-awarding/grant-making activities
- Experience working on natural resources/forestry, and conservation projects
- Demonstrated familiarity with Salesforce or other similar CRM platforms
- Knowledge / Awareness of generally accepted accounting principles and governmental accounting standards

Desired Attributes

- Customer Service oriented
- Dependable: responsive with good attention to detail, submits accurate documentation
- Teamwork: ability to establish collaborative relationships with colleagues and partners, and provide leadership when appropriate
- Resourceful: able to work independently to find answers and seeks guidance only when needed
- Receptive: able to accept feedback, take ownership of responsibilities, and identify areas in need of growth
- Interpersonal Skills: communicates clearly, seek solutions, and demonstrates flexibility
- Integrity: keeps sensitive finance information confidential and strictly adheres to HR, personnel, and finance policies
- Initiative: brings questions to supervisor and seeks opportunities for further personal and professional development
- Empathic: demonstrates patience with others and the ability to mentor
- Innovative: ability to innovate, adapt, grow programs, improve processes, and develop procedures

At [Coalitions and Collaboratives](#), we offer meaningful and impactful work and the following benefits:

- 12 Paid holidays per year plus vacation and sick leave
- Company match to simple IRA
- Health Insurance
- Flexible work schedule and remote work options
- Career advancement & professional development opportunities

EEO Statement

COCO is an equal opportunity employer, making decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, disability, or any other protected class. We are committed to adhering to our Diversity, Equity, Inclusion, and Justice Policy. To learn more, please visit: <https://co-co.org/wp-content/uploads/2021/12/DEIJ-Statement.pdf>

TO APPLY

Interested individuals should submit the following (PDF format)

1. Letter of Application. No more than three pages. Include statements describing your specific knowledge, skills, and experience as they relate to this position
2. CV or Resume
3. Three professional references

Please send application materials to WorkWithUs@co-co.org Subject Line: Last Name_G&A Coordinator App

Interviews for high-ranking applicants will be scheduled on an individual basis. Position is open until filled with preference given to applications received by July 26, 2024.