



## **JOB OPPORTUNITY: FEDERAL GRANTS MANAGER**

**Status:** Full-time, Exempt

**Location:** Nevada (hybrid)

The Nevada Clean Energy Fund (NCEF) is a nonprofit organization dedicated to supporting a thriving, affordable, and accessible clean energy economy by providing financial and technical resources to Nevadans. NCEF was created in 2017 to accelerate clean energy growth in Nevada, reduce energy costs, create jobs, and meaningfully address climate change. We are in the process of significantly expanding our team, operations, and programs in 2024 and seek a Federal Grants Manager to help us create a material and lasting impact in Nevada's clean energy economy.

### **Position Summary**

NCEF seeks a Federal Grants Manager to join in NCEF's efforts to make clean energy accessible to all Nevadans. With an eye for detail, the Federal Grants Manager will manage all tracking, reporting, and evaluation against NCEF's governmental funding awards. The Federal Grants Manager will work closely with NCEF's Chief Operating Officer (COO), General Counsel & Chief Risk Officer, and Accounting & Finance Manager on post-award administration. The Federal Grants Manager's efforts are instrumental to ensuring compliance with federal grant requirements, adherence to internal controls policies, and maintenance of NCEF's reputation as a national leader in sustainable investments.

The anticipated start date of this position is June 1, 2024, however there is a possibility for the position to start earlier or later.

### **Your Responsibilities**

- Track and authorize expenditures for each program/project in the appropriate account in NCEF's grants and contracts database.
- Develop monthly, quarterly, and annual federal grant reports, as appropriate.
- Prepare subaward documentation and monitor subawards.
- Work with subawardees to collect and review subaward reports.
- Review NCEF and subawardee expenses for allowability of costs.
- Ensure compliance with internal control policies for NCEF staff, subawardees, and program beneficiaries.
- Work with Program Staff to prepare and monitor Participant Support Costs (i.e., rebate) implementation.
- Liaise with federal and state agencies regarding funding contract compliance, including the US Environmental Protection Agency, US Department of Energy, and Nevada Governor's Office of Energy.
- Support internal and external reports on portfolios of projects, impact metrics, and/or use of funds.

- Work with COO and other NCEF staff on procurement, reporting, and contract management.
- Work with NCEF leadership to develop grant proposals and contract bids (anticipate 2-3 per year), including developing budgets and reviewing proposal packages for accuracy and compliance.

### **Your Qualifications**

- Passionate about clean energy, combating climate change, and having a positive impact on the lives of Nevadans.
- Bachelor's degree in business administration, accounting, or related field.
- A minimum of 3 years of experience in a relevant field.
- Direct experience with federal grant proposal, pre-award, and post award process. Experience with EPA, DOE, and/or DOL preferred.
- Knowledge of Federal Circulars and Regulation (e.g., 2 CFR § 200).
- Successful record performing in a deadline-driven environment, while supporting multiple-proposal deadlines/ schedules.
- High attention to detail.
- Excellent communication and interpersonal skills, and the ability to maintain a positive collaborative relationship with staff, federal Project Officers, and other key stakeholders.
- Proficiency with Microsoft Excel.
- Self-motivated and passionate about having an impact.
- Grant management credentials are preferred.
- Experience and/or understanding of accounting principles is preferred.
- Experience with QuickBooks and federal grant management software is preferred.

### **Your Compensation & Benefits**

Salary is commensurate with experience. The anticipated salary range for this position is \$70,000-\$90,000. NCEF offers a competitive compensation package that includes medical and dental benefits, a retirement fund match, and paid time off.

### **Equal Opportunity and Diversity, Equity & Inclusion**

NCEF is committed to fostering a diverse, inclusive, and equitable work environment. This includes being intentional in our hiring practices and seeking to overcome systemic biases. If you believe that you have experience and skills that would be valuable to this role at NCEF - even if you do not meet the listed qualifications of the role - please don't hesitate to apply and we will make sure your application garners the attention it deserves.

NCEF is an equal employment opportunity employer, and provides equal employment opportunity to all candidates and employees without regard to race, color, religion, age, marital status, national origin, ancestry, sex, sexual orientation, gender identity or expression, intellectual disability, mental disability, or physical disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law.

### **To Apply**

Interested applicants should submit (1) a one-page cover letter expressing their interest and fit for the position, and (2) a CV/resume to [info@nevadacef.org](mailto:info@nevadacef.org).

Applications will be accepted on a rolling basis until the position is filled.

### **About the [Nevada Clean Energy Fund \(NCEF\)](#)**

NCEF is a 501(c)(3) nonprofit organization with the mission of supporting a thriving, affordable, and accessible clean energy economy by providing financial and technical resources to Nevadans. NCEF works with communities, Tribes, affordable housing developers, schools, local businesses, contractors, governments, utilities, and others to accelerate clean energy growth, reduce energy costs, create jobs, and address climate change. NCEF supports a wide range of clean energy measures, including efficiency retrofits and electrification in homes and commercial buildings, zero-emissions vehicles, and residential and community solar and energy storage projects.

NCEF was created in 2017 by state legislation as the state's "green bank," an institutional model successfully implemented in over a dozen other US states. Green banks are mission-driven institutions that use financing to accelerate the transition to clean energy, address climate change, and benefit communities.

NCEF is poised to grow significantly in the coming year due to NCEF's role in administering federal clean energy funds. NCEF already administers approximately \$10 million in federal clean energy funds and was recently selected for another \$156 million federal award.

At NCEF, we are focused on building a collaborative, equitable, respectful, impact-driven, and innovative culture that acknowledges the importance of work-life balance. We seek individuals who are critical thinkers, driven to take on big challenges, open to introspection, excited to connect with a diverse and inclusive set of stakeholders, and act with a high degree of integrity. Importantly, we seek individuals with a shared passion for clean energy, combating climate change, and having a positive impact on the lives of Nevadans.

NCEF is currently a hybrid organization that values strategic in-person collaboration. While employees can conduct the bulk of their work remotely, you should expect regular in-person meetings and working days. All NCEF's employees are located in Nevada.