

DUTY STATEMENT

POSITION: GRANTS MANAGER

Position Summary

The Grants Writer and Manager is the senior technical position at the California Rice Commission (Commission) focusing on identifying, securing and managing grants to achieve wildlife habitat program and easement objectives of multiple rice industry organizations. The position will work in collaboration with the Wildlife Programs Manager and Manager of Environmental Affairs and report directly to the President & CEO. The position requires significant experience successfully applying for and supporting the implementation of state and federal grants. Understanding and experience with private and corporate grants is valuable.

Background

The Commission is a wildlife conservation-oriented agricultural organization, representing California rice growers and marketers, with its principal work in the Sacramento Valley. It represents the entire California rice industry, including the 2,500 rice growers and handlers who farm and process rice on 500,000 acres annually. In addition to rice production, California rice fields also provide habitat used by more than 230 species of wildlife, including millions of migrating waterfowl and shorebirds along the Pacific Flyway.

The Commission is committed to maintaining and growing the habitat benefits provided by working ricelands including the Pacific Flyway, Sacramento Valley's salmon runs and other birds and reptiles of conservation concern. Our mission is to support the production of premium quality rice while protecting and enhancing wildlife through strong grower participation in working lands conservation programs developed by the Commission and our partners.

Position Description and Qualifications

Candidates should have demonstrated success applying for and managing public grants, strong writing skills and ability to work in a collaborative, self-managed environment. The position is hybrid-remote with required weekly in-person staff meetings in Sacramento.

General Duties

Collaborating with program managers:

- Identify, write an apply for public grants that advance the habitat objectives of the Commission primarily with USDA-NRCS, U.S. Department of the Interior, California Department of Fish and Wildlife and California Natural Resources Agency
- Manage grant reporting timelines and submissions.
- Ensure all financial reporting is accurate and timely.
- Support existing state and federal habitat program grants.
- Source and manage contractors to assist grant applications and support.
- Develop and execute a private grants initiative to support work of the California Ricelands Waterbird Foundation (Foundation).
- Assist in development of annual outreach efforts of the Foundation including newsletters, year-end and other seasonal solicitations, member field trips and annual reports.

- Prepare Board/Committee agendas and support materials.
- Report to Board/Committees on status of objectives, current grants and key issues.
- Communicate key elements of our grant programs to Commission/Foundation membership, policy makers and the public.

Experience and Requirements

- Bachelor's degree in a relevant field (e.g., nonprofit management, communications, business, or a related discipline).
- Proven experience in grant writing and grant management, preferably in a nonprofit or similar setting.
- Excellent written and verbal communication skills.
- Strong research and analytical abilities.
- Proficiency in budget development and financial reporting.
- Detail-oriented with strong project management skills.
- Familiarity with grant applications and reporting software is a plus.
- Knowledge of environmental conservation.

This role demands a combination of strong writing skills, project management capabilities, and a deep understanding of the organization's mission and goals. A successful Grants Manager can significantly impact an organization's ability to secure essential funding and support its conservation mission.

Salary up to \$120,000 annually based on experience. Benefits package includes employer SEP-IRA contributions of 8%, 457 Tax-deferred Savings Program, fully paid employee health care, family health care benefits, vacation and sick leave and paid holidays.

Visit us at www.calrice.org.

**Send replies to Tim Johnson, President & CEO, California Rice Commission,
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