KENAI MOUNTAINS–TURNAGAIN ARM
NATIONAL HERITAGE AREA

KMTA NHA Grants Program Manager Position

Position Title: Grants Program Manager
Reports to: Executive Director
Status: Employee, part-time, 20 hrs/wk

About KMTA NHA

The Kenai Mountains-Turnagain Arm National Heritage Area (KMTA) encompasses a distinctive landscape of mountains, lakes, rivers, glaciers, and fjords and is Alaska's only National Heritage Area. Designated in 2009, the Heritage Area is comprised of road, rail, and trail corridors from Seward to Bird, AK and includes the communities of Girdwood, Portage, Whittier, Hope, Cooper Landing, and Moose Pass.

KMTA's mission is to recognize, preserve, and interpret the historic, scenic, natural resources, and cultural landscape of the historic transportation corridor through the Kenai Mountains and along Turnagain Arm. KMTA awards grants to community projects that recognize, preserve, and interpret the historic, scenic, and natural recreational resources and cultural landscapes of our area.

Job Summary

KMTA's Grants Program Manager will focus on administration of our Community Based Grants Program. This includes preparing and maintaining all grant documents and records, promoting the program within the NHA communities, facilitating the evaluation and scoring of grant applications, issuing grant agreements, checking-in quarterly with grant recipients, and managing grant reporting and reimbursement after projects are complete. This is a year-round, part-time, hourly position with an anticipated average of 15-20 hours/week.

The Program Manager will primarily work from home although travel to meetings throughout the Heritage Area may be required. Weekend and evening work may also be required.

The position is funded by the National Heritage Area Program and may alter due to circumstances surrounding funding.

Compensation is $27/hour; benefits include 6 paid holidays, paid-time off, Simple IRA with 3% company match, and a technology equipment stipend.

Job Duties/Responsibilities

Grant Administration

- Administer KMTA Grant program in compliance with 2CFR200 Uniform Administrative Requirements
- Prepare & update all grant application documents and reporting requirements.
- Manage annual grant application opening and closing
- Manage grant evaluation process with KMTA Board Members
- Perform Risk Assessments and implement monitoring component
- Prepare and issue new grant agreements
- Check-in quarterly with grant recipients on project status
- Process grant reimbursement requests throughout the year
- Process mini-grants (field trips and training scholarships) on a rolling basis
- Process change requests in scope, budget or timeline from grantees
- Ensure accurate and updated record-keeping
- Assist Executive Director with grant program budget and board packet prep.
- Assist potential grantees with application questions and reporting requirements
- Strategically develop and improve grant program(s)

Grant Outreach/Education to NHA Communities:

- Update & Maintain accurate grant information on KMTA's website
- Update & maintain a current webinar recording on grant applications & reimbursement
- Promote KMTA's grant program with community historical societies, museums, schools and other community groups
- Connect with stakeholders and foster relationships in KMTA NHA communities

Qualifications

The successful applicant will be expected to demonstrate the following competencies:

- Excellent communication skills, both written and verbal
- Bachelor's degree preferred, but significant related work experience may be accepted in lieu of degree
- Excellent organizational skills with a knack for paying special attention to detail

- Demonstrated technical skills, including: Microsoft office suite, Adobe Suite, Teleconference/Webinar software (i.e. Zoom)
- Experience managing projects
- Planning and organizing
- Interpersonal skills such as initiative, problem-solving skills, and collaborating with other stakeholders
- Must be able to work independently, but also be comfortable with collaborative working relationships, relating well with people and partners at all levels and from all communities
- Ability to work in a fast-paced environment and juggle multiple projects with limited supervision

Other Requirements:

- Must be able to attend occasional evening or weekend events
- The employee must occasionally lift and/or move up to 25 pounds
- Must have reliable transportation, valid driver's license and auto insurance
- Travel throughout the heritage area corridor is required, including occasional overnight travel

Preferred:

- Knowledge/understanding of 2CFR200 Uniform Administrative Requirements for pass-thru entities of federal funding.

How to Apply

Please send cover letter and resume via e-mail with the subject line "Grants Program Manager Position" to: Jessica Szelag, Executive Director, jessicaszelag@kmtacorridor.org

All submissions must be received by 5 PM on November 5th, 2020.