



Genwest Systems, Inc.
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Genwest Systems Inc., an equal opportunity employer, is currently accepting applications for a **Grants Management Specialist**. This position will support our clients at the National Oceanic & Atmospheric Administration (NOAA), Office of Response and Restoration (OR&R) Marine Debris Program (MDP) and will be based in Silver Spring, MD.

POSITION DUTIES:

The candidate will be responsible for providing grants management and related headquarters support to the NOAA Marine Debris Program Team to meet its responsibilities in implementing the program's legal mandates and programmatic goals. The incumbent will also lead and assist with other NOAA MDP related initiatives and programs.

The ideal candidate will have strong organizational, written, and oral communication skills as well as a customer service-oriented attitude, knowledge/understanding/experience of NOAA and agency processes and resource issues.

Example activities and knowledge requirements include, but are not limited to:

- Oversee marine debris grants and track accomplishments for projects implemented through the NOAA MDP's grant portfolio.
- Coordinate national funding competitions on marine debris. This involves internal coordination on funding priorities, management of the funding competition, and preparation of materials for agency approval through the NOAA Grants Management Division.
- Support the negotiation process with grantees and the process of grant applications through the NOAA Grants Online system.
- Serve as a program point of contact for NOAA MDP grantees, providing guidance on administrative and technical aspects of projects. This includes providing guidance on the federal grants process, monitoring awarded grants and providing guidance to successful grantees on progress report submission requirements.
- Draft environmental compliance documents, track project progress and metrics, and review progress reports for selected projects.
- Provide technical review and evaluation of project proposals submitted through the NOAA MDP's funding competitions. This includes coordination with relevant staff to determine project merit.
- Assist with taskers as they arise, typically related to agency or Congressional inquiries, press releases and other outreach activities and products to publicize the efforts of the program and individual projects.
- Provide budgetary, administrative, and technical support to NOAA MDP's external grant programs, projects and activities as needed.

QUALIFICATIONS:

- Bachelor's degree with preference for a related field (Marine or Earth Sciences, Marine Policy, Business, Research Administration, Program Management) or equivalent experience.
- Experience with grants (applying for grants, managing grants, or monitoring of awarded grants).
- Experience working with web-based systems that will be used for grant application solicitation; merit review coordination; and post-award project administration.
- Customer service-oriented approach to working with the public is essential.
- Demonstrated history of successful negotiation.

- Strong understanding of project management skills including project scheduling, budgeting, contract and/or grants management, and ability to handle multiple, concurrent, and competing projects and responsibilities
- Strong oral and written communication skills, including the ability to communicate clearly with non-scientists along with effective telephone skills.
- Experience working on interdisciplinary teams.
- Knowledge of or direct experience with the marine debris issue is desired, but not required.
- Ability to pass a background check required for NOAA security credentials.
- Self-motivated, energetic, and pro-active - able to work both independently and in a team setting
- Demonstrated flexible and pro-active approach to problem solving.
- Demonstrated ability to plan and execute long-term projects, including setting timelines and milestones and balancing priorities.
- Ability to work collaboratively - accepting and integrating feedback, suggestions, and comments from team members.

COMPENSATION:

Compensation will be determined based on the experience and qualifications of the successful applicant in combination with contract budget. The position is eligible for a full-time benefit package that includes health insurance, paid personal and holiday leave, 401(k) program eligibility, and employee disability and life insurance.

APPLICATION GUIDANCE

Relevant experience and certifications should be included in resume. Applicants may include a one page cover letter describing your experience that relates directly to the job duties stated in this posting. Applications should include three references that can confirm your experience

TO APPLY:

Please email a resume and 3 references to hr@genwest.com. Please include any cover letter, your resume and references in a single .pdf (Adobe Acrobat) attachment with your name included in the .pdf file name. Also, please include the words, "Grants Management Specialist" in the subject line of your email.

Applicants selected for interviews will be contacted via email. The position will remain open until filled, with priority given to applications received by December 3, 2021.