



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).

**LOCATION:**

The **Grants Management Specialist position** will be based from NOAA offices in one of three locations - Silver Spring, MD; Charleston, SC; or Seattle, WA. Telework will be available for a portion of the normal work schedule.

**POSITION DUTIES:**

The **Grants Management Specialist** 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. This position 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, or other federal agency processes and resource issues.

**KEY TASKS:**

- 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 newly-awarded grantees and the processing of grant applications through the eRA system.
- Serve as a program point of contact for NOAA MDP grantees, providing guidance on administrative and technical aspects of a variety of marine debris projects. This includes providing guidance on financial assistance regulations and 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.
- Coordinate between NOAA and partner organizations to ensure information sharing and support project documentation and reporting.

### **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.
- 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.

### **DESIRED SKILLS:**

- Self-motivated, energetic, and proactive and able to work both independently and in a team setting.
- Customer service-oriented approach to working with the public is essential.
- Experience working with a variety of partners, including collaboration as well as negotiation skills.
- Strong understanding of project management skills including project scheduling, budgeting, contract and/or grants management, and ability to handle multiple, concurrent, and competing priorities and responsibilities.
- Strong oral and written communication skills, including the ability to communicate clearly with a wide range of audiences along with effective conversation skills.
- Detail-oriented approach to responding to information requests.
- Growth-mindset to flexibly and proactively take on challenges and develop solutions
- Experience working on interdisciplinary teams.
- 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, but is expected to be in the range of \$55,000 - \$72,000 per year. The position is also 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 the submitted 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](mailto: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 May 24, 2024.