



## GRANTS AND DATA MANAGER

### **About CCALT**

For more than 27 years, the Colorado Cattlemen's Agricultural Land Trust (CCALT) has created innovative conservation solutions for Colorado's working lands. It is our mission to *conserve Colorado's western heritage and working landscapes for the benefit of future generations*. Our work has permanently conserved almost 725,000 acres of open space, natural habitat, and productive agricultural land across the state. This is an organization that embraces change and leads the industry in the development of innovative programs and strategic partnerships that will increase the effectiveness of this work.

### **Summary of Position:**

The Grants and Data Manager will manage grants and grant reporting, data entry, and data management. The Grants and Data Manager will also provide operational support to the Controller and Executive Director.

### **Required Skills:**

- Salesforce Data Management - Experience working with the Salesforce data management platform.
- Accuracy – ability to manage various projects with accuracy and attention to detail.
- Decision making – the ability to make decisions independently.
- Creativity – the ability to think outside of the box and challenge the status quo.
- Innovation – the ability to streamline processes and create systems to create a more efficient and effective organization.
- Problem Solving – the ability to solve complex problems.
- Writing – ability to write and communicate clearly and efficiently.
- Teamwork – ability to pitch in where needed even if it is not specifically within the job description.

### **Responsibilities:**

#### *Grants Management*

- Manage CCALT grants calendar.
- Manage and update grants in Salesforce.
- Manage and ensure compliance with all CCALT grants.
- Grant payment processing in Salesforce
- Ensure the completion of all reporting requirements with CCALT grants.
- Search for new grant opportunities.
- Grant writing.
- Review and edit drafts of grant applications prior to submission

#### *Audit Support – Grants and Easements*

- Provide all requested documentation and serve as the auditor resource for the following during the annual financial statement and federal audit:
  - All grants awarded, closed and or active at any time during the fiscal year
  - All conservation easements closed during the fiscal year

#### *Data Management*

- Assist with administration and quality control of Salesforce.
  - Assist with data input and management in Locate and Salesforce.
  - Manage bulk data inputs to Salesforce.
  - Assist with Salesforce reporting.
  - Develop trainings for staff on Salesforce as needed.
  - Assist with Salesforce administration and development
  - Oversee quality control processes for Salesforce
- Maintain ClickTime (time tracking software) grant and conservation easements listings.
  - Prepare staff time reports from ClickTime as needed for grant reporting and other analyses.
  - Train staff and review ClickTime data periodically to ensure proper time coding.

#### *Other*

- Manage CCA/CCALT Fellowship Program.
- Conservation easement project and ongoing stewardship file management and compliance.
- Participate in annual conservation easement monitoring process.
- Occasional attendance or support at conferences, conventions, meetings, CCALT-hosted events, and staff training.

**Reporting:** This position will report to the Director of External Relations.

**Location:** Denver area.

#### **Minimum Requirements:**

- 1-2 years of grant administration experience.
- 1-2 years of experience with data management. With specific experience working with the Salesforce data platform.
- Written, verbal, organizational, and interpersonal communication skills.
- Proficiency with Salesforce, Adobe, Microsoft Word and Excel.
- Tactful, possessing ability to work with high degree of personal and professional initiative and maintain confidentiality. Personal reliability and regular attendance essential.
- Able to work independently, under deadlines and produce accurate work.
- Proven capacity to work effectively as a team player.

**Salary and Benefits:** *Range: \$55,000-\$75,000 (based on experience); flexible work environment; paid time off; retirement plan, employee health insurance (dental and vision insurance available at a cost to the employee).*

**Interested parties should email a cover letter, resume, and examples of produced work to Maggie Hanna ([maggie@ccalt.org](mailto:maggie@ccalt.org)) by 5:00 pm on Monday, January 9<sup>th</sup>.**

**This position has a desired start date of February 15, 2023**

*The Colorado Cattlemen's Agricultural Land Trust is an equal opportunity employer.*