



JOB DESCRIPTION:

GRANTS OFFICER

(LAND ACQUISITIONS & CPW)

Job Type: Full-time, exempt position
Salary: Salary range for the position: \$59,500-\$83,300
GOCO typically hires new employees near the middle of the range. Starting salary is based on education, experience, skills, and other job-related factors.

Bonus eligibility: Position is eligible to earn one-time bonuses for achieving significant business objectives as determined by the executive director.

POSITION SUMMARY:

The Grants Officer is responsible for administering numerous land acquisition grants awarded through GOCO's various programs in cooperation with other GOCO staff members. This position is also responsible for the day-to-day administrative oversight of GOCO's Colorado Parks and Wildlife (CPW) grant awards. The position works with grantees to ensure the effective and timely completion of awarded projects. The position reports to the Deputy Director and collaborates extensively with the Parks & Wildlife Partnership Manager, Controller, and other GOCO staff members.

PRIMARY RESPONSIBILITIES:

LAND ACQUISITIONS GRANT ADMINISTRATION (50%)

- Ensure all steps of post-award grant administration process are executed in compliance with applicable policies, procedures, and grant conditions.
- Prepare, negotiate, and execute grant agreements for land acquisition projects.
- Provide technical assistance to grantees and GOCO's program officers related to GOCO's due diligence requirements.
- Coordinate due diligence process and closings/reimbursements for assigned grants.
- Assign and coordinate with GOCO's review appraisers and other hired consultants.



- Obtain and review all required due diligence, including conservation easements and other legal documents.
- Initiate grant payments, deauthorizations, and wire authorizations.
- Coordinate grantee requests for staff and board project modifications and extensions.
- Prepare and deliver presentations to committees and board as needed.
- Record and keep up-to-date project data in GOCO's digital grant tracking and storage systems following close-out of grants.
- Analyze and process post-closing issues such as conservation easement violations, assignment requests, and amendment requests.

CPW GRANT ADMINISTRATION (25%)

- Analyze and process annual investment requests, annual reports, and monthly billings in coordination with the Parks & Wildlife Partnership Manager.
- Manage and maintain CPW investments through GOCO's grant management database.
- Ensure implementation and compliance with the GOCO & CPW Memorandum of Agreement.
- Coordinate CPW's regular requests related to project modification, scope changes, and extensions and work with the Partnership Manager to identify those that require action from the executive director or board.
- Initiate payments, deauthorizations, and wire authorizations.

OUTREACH & ENGAGEMENT (15%)

- Establish relationships with grantees by building trust and confidence through ongoing and open dialogue.
- Work with stakeholders, partners, and GOCO staff to identify ways GOCO can evolve its grant making strategy and administrative procedures for increased effectiveness and efficiency.
- Maintain working knowledge of best practices in land acquisition transactions.

LAND ACQUISITION PROJECT DEVELOPMENT & REVIEW (5%)

- Serve as a resource for GOCO staff members in the negotiation and development of land acquisition grants.
- Review land acquisition grant applications and provide feedback to programs team.

ORGANIZATIONAL CITIZENSHIP (5%)

- Work with the communications team to deliver external communications as needed.
- Other duties as assigned.



MINIMUM QUALIFICATIONS:

- A degree in a relevant field from an accredited college or university or a paralegal certificate.
- Demonstrated experience with real property transactions.
- Demonstrated successful project and/or grants management.
- Commitment to furthering GOCO's mission. Demonstrated interest in conservation, outdoor recreation, environmental education, and/or community development programs is desirable.
- Excellent verbal and written communication skills.
- Strong organizational skills and attention to detail.
- Strong computer skills, including experience with Microsoft Office products.

PREFERRED SKILLS & EXPERIENCE:

- Demonstrated experience with conservation easements.
- Ability to prioritize and manage several diverse projects simultaneously in a fast-paced environment.
- Experience with database and/or customer relationship management programs.
- Consistent willingness to learn and upgrade skills to meet GOCO's needs.
- Knowledge of Colorado's geographical, cultural, and political landscape and/or a willingness to learn.

LOCATION & OTHER REQUIREMENTS:

Location:

- GOCO's headquarters office in Denver, Colo.
- GOCO offers a hybrid work environment where each employee works two days a week in the office; the remaining three days may be worked remotely. In-person meetings with partners count as in-office days. Hybrid work schedule is subject to change.

Other requirements:

- Willingness and ability to travel in Colorado. Expect approximately 5-10 overnight stays and up to 15 travel days per year. GOCO provides transportation and accommodations and covers the cost of food and other reasonable expenses.
- Willingness to work periodically on evenings and weekends.
- Valid driver's license.
- Physical demands may involve lifting materials and equipment – including, but not limited to, office supplies, event supplies, communications collateral, and boxes of swag – up to 25 pounds.



GOCO'S TEAM COMMITMENTS:

We serve Colorado.

- Advance GOCO's strategic priorities and our commitment to equity.
- Consider our mission and the whole state when putting GOCO's limited resources to the highest and best use.
- Listen to partners and leverage learnings to influence GOCO's strategy and approach.
- Participate in site visits, partner events, and activities as opportunities to connect with and learn from community.
- Be flexible and adaptable to innovate and meet the unique and ever-evolving needs across Colorado.

We take pride in our individual and collective work.

- Take responsibility for our work to advance GOCO's vision and priorities.
- Pursue professional development, volunteering, and other growth opportunities.
- Reflect on and learn from individual, team, and organizational successes and challenges.
- Represent GOCO in a way that upholds our role as a trusted funding partner in Colorado.

We are respectful and accountable.

- Participate in a culture that optimizes productivity, well-being, and positive relationships.
- Support a culture that values work/life balance.
- Recognize and appreciate each other's distinct value, background, perspectives, opinions, and contributions.
- Engage in challenging conversations that foster professional and organizational growth.