Grants Administrator

Restore America's Estuaries

Reports to	**Vice President, Program Administration and Finance**
Employment	**Full-time; exempt**
Location	**Remote within the United States; occasional travel to RAE meetings and program sites**
Travel	**Up to approximately 5% within the United States**
Compensation	**Proposed range: $62,000–$76,000 per year, commensurate with experience**
Benefits	**Employer-paid medical, dental, and vision premiums; employer 401(k) contribution; paid time off; flexible work environment; annual professional development support**

About RAE

Restore America's Estuaries (RAE) advances coastal restoration and protection through on-the-ground projects, practitioner education, community engagement, and advocacy. RAE administers competitive grant programs with federal, corporate, and nonprofit partners and funders.

Position purpose

The Grants Administrator leads the administrative, fiscal, and compliance management of RAE's grants and subawards throughout the award lifecycle. The position coordinates pre-award review, agreement development, financial and program reporting, invoice review, monitoring, amendments, and closeout. Working closely with Program Directors, Finance, and the Vice President, Program Administration and Finance, the Grants Administrator helps RAE and its partners meet award requirements, maintain reliable records, and resolve issues promptly.

Program staff retain responsibility for programmatic decisions, project scope, technical progress, and deliverable acceptance. The Grants Administrator leads administrative and compliance review, flags financial or regulatory concerns, and routes decisions and approvals under RAE policy. The role does not include direct reports.

Key responsibilities

Pre-award and agreement administration

- Coordinate administrative and compliance steps for prospective subawards, including intake, eligibility documentation, risk assessment, budget review, and follow-up on missing or inconsistent information.
- Work with Program Directors and Finance to prepare, review, route, and maintain subrecipient agreements and amendments using approved scopes, budgets, terms, and RAE procedures.

- Confirm required registrations, certifications, insurance, and other award documentation; document review and approval steps before execution.
- Maintain award files and records in Euna and related systems, ensuring that executed agreements, approved budgets, contacts, dates, and reporting requirements are complete and accurate.

Post-award monitoring and partner support

- Maintain calendars and tracking for financial and program reports, payment requests, deliverables, project periods, and closeout requirements; send timely reminders and follow up on overdue items.
- Review invoices and supporting documentation for allowability, budget alignment, mathematical accuracy, required approvals, and consistency with award terms; resolve questions and route approved payments for processing.
- Review financial reports and spending patterns, identify variances or risks, and coordinate follow-up with subrecipients, Program Directors, and Finance.
- Provide clear guidance to subrecipients on administrative and financial requirements; explain applicable terms and federal requirements and refer programmatic or technical questions to the appropriate staff.
- Coordinate risk-based monitoring and corrective-action follow-up, document issues and resolutions, and elevate material concerns to the Vice President.
- Coordinate post-award requests, including budget revisions, extensions, and other amendments; document review and obtain required approvals before changes take effect.

Compliance, reporting, systems, and closeout

- Apply relevant federal award requirements, including 2 CFR Part 200, as well as funder terms, RAE policies, and agreement conditions; monitor regulatory changes with guidance from the Vice President.
- Prepare and maintain grant-management information used for internal portfolio reviews, funder reporting, reconciliations, audits, and management decisions.
- Coordinate with Finance and program staff to reconcile subaward commitments, expenditures, invoices, payment status, and balances across Euna and accounting records.
- Serve as a day-to-day resource for Euna grants-management workflows, data quality, and user support; recommend improvements to forms, procedures, and system controls.
- Coordinate closeout activities, including final reports, final invoices, property or equipment records when applicable, remaining balances, and complete retention files.
- Support audit preparation by assembling subaward records, responding to document requests, and tracking follow-up items to resolution.

Organization-wide contribution

- Participate in grants, finance, and program meetings, staff retreats, and cross-program learning activities.
- Help develop and update grant administration policies, procedures, templates, and training materials.
- Contribute to a collaborative, respectful, and learning-oriented work environment and perform related duties consistent with the position.

Qualifications

Required

- At least five years of progressively responsible experience in grants administration, sponsored programs, subaward management, or a closely related field.
- Experience administering grants or subawards across multiple stages of the award lifecycle, including agreement setup, budget or invoice review, reporting, compliance follow-up, and closeout.
- Working knowledge of federal grant requirements, including 2 CFR Part 200, and the ability to interpret award terms and explain requirements clearly.
- Strong financial and administrative review skills, including spreadsheet analysis, documentation, recordkeeping, and deadline management.
- Excellent written and verbal communication skills and the ability to work respectfully with colleagues, funders, and organizations with varying levels of grant administration capacity.
- Ability to manage competing priorities independently in a remote work environment and collaborate across a geographically dispersed team.
- Bachelor's degree required. Applicants may hold a degree in any field; relevant grants administration experience will inform overall fit.
- Authorization to work in the United States and ability to travel occasionally.

Preferred

- Experience administering EPA, NOAA, or other federal assistance awards in a nonprofit setting.
- Experience with Euna or another grants management system, accounting software, and accounts-payable platforms.
- Experience supporting community-based organizations or subrecipients with limited administrative capacity.
- Interest in coastal restoration, conservation, or community resilience.

Compensation and benefits

The proposed annual salary range is $62,000 to $76,000, commensurate with experience. RAE offers a total compensation package that includes employer-paid medical, dental, and vision premiums; an employer 401(k) contribution; paid time off; a flexible work environment; and annual professional development support. Confirm the final range and benefits language before posting.

Application information

Please send a cover letter and resume to **Hiring@estuaries.org, with Grants** Administrator in the subject line. Resumes will not be considered without a cover letter. The position is open until filled.

RAE is an equal opportunity employer. Women, minorities, and individuals with differing abilities are encouraged to apply. If you meet at least 75% of the qualifications, we encourage you to apply.

Candidates selected for an interview will be notified on a rolling basis. Please email aross@estuaries.org for accommodation requests regarding the application process.