



## **CONTRACT & ADMINISTRATIVE SPECIALIST**

### **FULL-TIME**

Farmers Conservation Alliance is a 501(c)(3) organization that operates at the intersection of agriculture, water, and energy. We are excited to bring on a Contract & Administrative Specialist to support our rapidly growing teams and programs. The Contract & Administrative Specialist will work primarily with our contracts and administration team to support our federal, state, and private contractual obligations to ensure compliance, assure accurate tracking of tasks, deadlines, and project progress, and support project teams as needed with up-to-date contractual information. The Contracts & Administrative Specialist will also develop reports for all grants and contracts, and track reporting requirements across the organization. Further, this position will support human resources needs generally.

### **WHEN YOU WORK FOR US, HERE'S WHAT YOU'LL FIND**

Our staff of over 40 strategy, funding specialists, technical professionals, and public policy experts and consultants believe that everyone can win – farmers, rivers, and communities. We formed 15 years ago to successfully bring an innovative fish screen technology to market. This farmer-developed technology, now known as the Farmers Screen, helps to keep fish and debris in rivers and out of water supplies.

Since that time, our work has expanded to include the Irrigation Modernization Program—an innovative program to help farmers and ranchers modernize all aspects of their water delivery systems. Staff work with water users, agencies, and organizations to design, finance, and implement large-scale solutions and technologies that improve water delivery systems, reduce operation and maintenance costs, and generate fish-friendly hydropower.

Our headquarters in Hood River, Oregon, inspires staff in both their professional and personal lives. Hood River's abundant apple, pear, and cherry orchards and salmon-bearing streams provide daily context for our work. And Hood River's one-hour commute to Portland provides staff with easy access to a regional transportation hub, facilitating travel to and from our headquarters.

### **SO THAT'S US. NOW ABOUT THE WORK**

FCA manages dozens of grants and contracts with federal, state, local and private entities to support project development and construction. From small grants to assessment community water needs, to multi-million-dollar contracts to advance infrastructure modernization at scale, we are responsible for tracking a variety of reports, budgets and deliverables across a wide range of geographies and subject matters. Further, our 40+ staff require support in a variety of ways, and the Contracts & Administrative Specialist will help track these various needs across the organization, supporting compliance with contract requirements.

### **ESSENTIAL DUTIES**

- Support the contracts team in coordination of all grants and contracts
- Track and submit reports for all grants and contracts

- Coordinate with staff and partners on funding application development and submittals
- Maintain contract and finance records in Salesforce
- Support and maintain the systems and tools to streamline the development and management for contracts
- Project management for the successful execution of all grants and contracts working with Contract Specialist and Director of Contracts

### **A QUALIFIED CANDIDATE WOULD HAVE**

- 4 years of academic and/or professional experience in contracting in a nonprofit context
- Demonstrated experience with project management
- A love for detail and helping team members across the organization
- Experience working with agricultural and/or environmental communities, organizations, and/or individuals
- Excellent verbal and written communication skills
- Strong ability to work with budgets and spreadsheets
- The ability to work alone and as part of a cohesive team
- Working knowledge of Microsoft Office suite, especially Excel
- Working knowledge of Salesforce, or transferrable skills from other relational databases
- A valid driver's license and reliable transportation

### **AN IDEAL CANDIDATE WOULD FURTHER HAVE**

- 2 years of additional academic and/or professional experience in contracting, preferably in a nonprofit context
- Experience with grant and loan applications and/or management
- Ability to interact with a broad range of people in a variety of professional settings

### **INTERESTED? SOME FINE PRINT ABOUT JOINING OUR TEAM**

We provide a competitive salary, vacation, health and dental insurance, short term and long-term disability insurance, and a retirement package. We also believe that happy staff deliver the best outcomes. As such, we provide flexibility for staff to spend time doing what they love. We have staff working remotely as part of our normal operations, and we are open to hiring team members who do not reside in Hood River. We will also look for the Contract and Administrative Specialist to be in Hood River periodically to connect in person. We are an equal opportunity employer and value diversity. All employment is based on qualifications, merit, and business need; qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

### **TO APPLY**

To apply for the position of Contract and Administrative Specialist, please submit an attached cover letter, resume to [info@fcasolutions.org](mailto:info@fcasolutions.org) with "FCA Contract and Administrative Specialist" as the subject of the email. Please do not contact staff directly about this position.

Applications should be addressed to:

Julie Davies O'Shea, Executive Director  
Farmers Conservation Alliance  
102 State Street  
Hood River, OR 97031

Position is open until filled.