



Regenerative Agriculture Alliance  
301 Division Street  
Northfield MN 55057

### **RAA Grant Manager**

Regenerative Agriculture Alliance seeks a Grants Manager to oversee the implementation of *Climate-Smart Chicken and Feed: Scaling climate-smart grain and poultry commodity production as a system-level climate solution for the Midwest Climate-Smart Commodities Pilot Project* in partnership with Regeneration International. RAA is gearing up to implement a \$5M Partnerships for Climate-Smart Commodities grant program enrolling growers with a focus on practices related to row crop, specialty crop, and livestock. The Grants Manager role will be responsible for all grant reporting, including producer level data collation in collaboration with Regenerative Agriculture Alliance and Regenerative Agriculture Solution's leadership.

### **KEY RESPONSIBILITIES**

#### **Administration**

- Coordinate Directly with RI Program Administrative Contact to oversee and meet grant administrative reporting requirements
- Manage and track use of grant funds keeping excellent documentation.
- Assemble all necessary supporting materials and documents based on work in progress and completed.
- Coordinate with RAA Business Administrator and Executive Director to ensure grant program team's are meeting at regular intervals to be compliant with milestones and reporting measures
- Prepare progress and financial reports and ensure submission deadlines to RI are met

#### **Communication**

- Implement detailed tracking using internal systems, and proactively communicate regarding needs, changes, and updates if necessary.
- Coordinate with RAA Business Administrator and Executive Director to ensure grant program team's are meeting at regular intervals to be compliant with milestones and reporting measures
- Track reporting and communicate to leadership on progress
- Assist and manage sub-awardee relationships as related to grant submission deadlines

### **SKILLS + ATTRIBUTES REQUIRED**

- Bachelor's Degree in Accounting, Finance or Business.
- 5+ years of progressive experience in FP&A, corporate finance, or a related field.
- Experience with federal, state, and/or private sector grant and/or contract management.
- Budgeting and monitoring skills.

- Demonstrated experience, willingness, and enthusiasm to build from the ground up
- Superb Excel skills, organized and detail-oriented.
- Ability to manage competing priorities with high attention to detail.
- Ability to manage multiple projects and tasks on a regular basis.

**Ideal Candidate Will Have:**

- Experience working with underserved populations in the context of equity and environmental justice initiatives.
- Bilingual in Spanish/English
- Interest and experience in regenerative agriculture (agroforestry, small grains, livestock/poultry)

**Hours:** Full-time (40 hours per week)

Headquartered: Northfield, MN

Office: Primarily remote with regular travel and team meetings in pre-agreed central locations

Start Date: October 30th, 2023

Salary: \$65,000-\$75,000 annual salary based on experience

Benefits: *(health insurance, laptop, mileage reimbursement)*

**How to apply:**

Please submit a current resume and provide a cover letter to [info@regenagalliance.org](mailto:info@regenagalliance.org) or mail to 301 Division Street S. Northfield, MN 55057