



Position Overview

- **Job Title:** Grants Program Manager - \$35- \$40/hr., medical, vision, dental.
- **Organization:** Washington Resource Conservation & Development (WRCD)
- **Location:** remote or hybrid with Yakima office; must reside in Washington state.
- **Reports To:** Executive Director, WRCD
- **Focus:** Grants Management, including strategic oversight, compliance management, reporting, and partner coordination
- **Deadline to Apply:** October 23rd 2026; applications reviewed as received
- **Start Date:** November 2nd 2026

Washington Resource Conservation & Development (WRCD) is hiring a Grants Program Manager (0.7 FTE). This position is 0.45 FTE responsible for managing the Yakima Tributary Access and Habitat Project (YTAHP) and 0.25 FTE responsible for grant management, compliance, and project oversight for WRCD's Community Wildfire Resilience Program.

WRCD is a 501(c)(3) nonprofit that helps build resilience in Washington's communities and landscapes through shared commitment and cooperation. Across the state, disruptions to natural systems often outpace the tools and resources communities need to address them. WRCD meets that gap with a collaborative, multifaceted approach — strengthening local capacity and leadership so communities can adapt to changing economic and ecological conditions, define their own path forward, and create lasting impact in place. Since 2005 WRCD has coordinated YTAHP, a Bonneville Power Association (BPA) funded project to restore salmonid passage, protect fish from diversion entrainment, and enhance riparian and instream habitat in Yakima River tributaries on private lands. This position works closely with BPA, Kittitas Conservation District, North Yakima Conservation District, and the Washington Department of Fish and Wildlife. WRCD's Community Wildfire Resilience Program works to bolster community-driven wildfire resilience strategies through technical guidance, training and learning opportunities, and connections to a broader network of wildfire experts and peer practitioners. WRCD supports community prescribed burning efforts, forest health and resilience, wildfire planning, post-fire recovery, and community preparedness.

Key Responsibilities

- Track monthly and annual budgets, including modifications and cost-share agreements, to ensure accuracy, compliance, and alignment with project goals.

- Prepare and submit monthly, quarterly, and annual financial reports, invoices, and progress reports to funders.
- Monitor subcontractor performance, deadlines, deliverables, and accounting to maintain quality standards and contractual compliance; develop relevant systems as needed.
- Maintain organized records and documentation for audits, reviews, and internal reporting.
- Facilitate monthly meetings for the local YTAHP Core Team, prepare agendas, and distribute minutes.
- Update and manage project data and metrics using BPA's CBFish database system.
- Assist in updates to YTAHP Strategic Plan

Required Qualifications

- Bachelor's degree from an accredited institution is preferred, but highly qualified candidates with a two-year degree with exemplary and relevant experience will be considered.
- Proven experience in grants management or program management, budget tracking, financial reporting, and project coordination.
- Strong background in managing the grant-making lifecycle, particularly with federal and state grants, including program design, application, implementation, and evaluation.
- Strong organizational skills with the ability to manage multiple deadlines simultaneously.
- Excellent attention to detail and commitment to accuracy.
- Familiarity with financial software or reporting tools (e.g., Excel, CB Fish).
- Experience in data analysis, report writing, and compliance monitoring.
- Excellent communication, organizational, and project management skills.

Preferred Skills:

- Experience in salmon recovery, habitat restoration, or community wildfire resilience
- Knowledge of federal compliance requirements (particularly 2 CFR Part 200) and experience with federal grants.
- Knowledge and experience working with the Columbia Basin Fish & Wildlife Program.

Why You'll Love It Here

- A small, dedicated team that committed to community-driven natural resource conservation in Washington state.
- Flexible work arrangements
- A culture that values precision, transparency, and collaboration.

How to Apply

Please submit your resume and a cover letter detailing your relevant experience and interests to Executive Director, Dr. Melissa Mark: melissa@washingtonrcd.org