



NORTHERN RÍO GRANDE NATIONAL HERITAGE AREA

The Northern Rio Grande National Heritage Area, is a non-profit organization, whom in partnership with the National Park Service, and in accordance with Congressional designation, was created to help sustain the communities, languages, cultures, traditions, heritage and environment of northern New Mexico.

The mission of the Corporation is to plan and organize programs and activities that celebrate, respect, protect, and preserve the serene landscape and the historical, social, and cultural characteristics of the communities of Rio Arriba, Santa Fe, and Taos counties (the “Area”).

The Administrative Grants Manager will work collaboratively with the Executive Director, other staff, volunteers, interns, board and community members. This is a full-time position, 40 hours per week, with full benefits; subject to annual evaluation.

Description of duties:

The Assistant will be expected to be computer proficient, and accomplish the following duties:

- Administrative duties including filing, record retention, and organization
- Procurement
- Tracking inventory
- Provide research assistance
- Assist in planning and scheduling meetings, conferences, events, signature projects & maintenance of the annual calendar

- Assist with NRGNHA events & fundraising efforts

- Create NRGNHA forms as needed
- Creation and management of Grant Agreements, Memorandums of Understanding, Memorandums of Agreements and Service Contracts
- Organizing and maintaining electronic and paper files and records of all grants and projects
- Oversee and manage signature projects
- Attend professional training appropriate to the position
- Oversee and serve as staff representative for Grants and Projects Committee
- Assist Grants and Projects Committee to plan and accomplish goals identified in management plan
- Assist in coordination of annual grant application announcement and application review process
- Support the Executive Director in developing reports to funding agencies

- Financial administration (budgeting, bookkeeping, financial reports, financial reviews, checks requests) and accountability
- Manage accounts receivable and accounts payable
- Update financial, non-federal match, and inkind tracking spreadsheets
- Seek grant opportunities for NRGNHA to apply and assist in submitting grant proposals
- Assist in the creation of annual budget, to include monitoring of Grants and Projects Budget
- Assist in content creation of annual reports
- Assist with reauthorization efforts
- Other projects or tasks as assigned by the Executive Director appropriate to the position