



## Job Announcement

### GRANTS COORDINATOR (PLANNER - 1285)

**\$81,335.07 - \$98,887.75 ANNUALLY**

#### Summary

The Sonoma County Agricultural Preservation and Open Space District (Ag + Open Space) permanently protects the diverse agricultural, natural resource, and scenic open space lands of Sonoma County for future generations. We are currently recruiting for a full-time Grants Coordinator (Planner) - a critical team member who will coordinate the grant-making and grant-seeking activities of Ag + Open Space. This is an excellent opportunity to join a mission-driven organization with a passion for protecting lands that contribute to Sonoma County's scenic beauty, local agriculture, native habitats and recreational lands.

#### Duties

Primary duties will include coordinating a competitive matching grant program offered to public agencies and non-profit organizations for projects that protect urban open space with opportunities for recreation, agricultural education, and/or restoration and enhancement of natural resources. This will include oversight of matching grant program processes, application guidelines, selection criteria, and outreach materials, as well as execution of grant agreements with grant recipients. In addition, the Grants Coordinator will lead agency efforts to solicit and manage grant funds from state and federal sources to support ongoing conservation activities. Duties will also include preparation and presentation of staff reports to a variety of audiences, including oversight bodies and the Ag + Open Space Board of Directors.

#### Requirements

Any combination of education, training and experience which would likely provide the required knowledge and abilities. Normally, this would include graduation from a college or university with coursework in planning, geography, environmental studies, resource management, landscape architecture, architecture, economics or other related fields, and three years of experience in open space, parks, environmental protection, land use or other related field.

#### Application process

**The job posting period is CONTINUOUS.** First rounds of interviews for selected candidates will be held on August 1st and August 4th **via teleconference**. Application instructions are provided on:

**[www.governmentjobs.com/careers/sonoma](http://www.governmentjobs.com/careers/sonoma).**

