



Job Announcement

Grants and Finance Coordinator

About the Position

The Watershed Conservation Resource Center (WCRC) is seeking a mission-driven, detail-oriented Grants and Finance Coordinator to support the financial and administrative success of our conservation work in Northwest Arkansas. This full-time, exempt, in-office position plays a pivotal role in administering our diverse portfolio of grant- and contract-funded projects, ensuring compliance, precision, and fiscal integrity. Under the general supervision of the Executive and Associate Directors, the Grants and Finance Coordinator oversees a variety of funding sources—including federal, state, municipal, and private grants—while ensuring adherence to all applicable financial and procurement regulations.

The ideal candidate will have a strong foundation in financial management and grant compliance, and a passion for environmental conservation and restoration.

About the Watershed Conservation Resource Center

The WCRC is a nonprofit organization based in Fayetteville, Arkansas, dedicated to protecting, conserving, and restoring natural resources using a watershed-based approach. For over 20 years, we've worked with communities, landowners, and public agencies to promote ecological restoration and sustainable watershed management. Our projects span from urban stream improvements to large-scale river restoration—totaling over 40,000 feet of restored stream and riparian habitats.

To learn more about our work, visit: www.watershedconservation.org

Primary Responsibilities

Grant Financial Oversight

- Administer and reconcile project budgets across a range of funding sources (federal, state, municipal, private).
- Prepare and submit accurate and timely reimbursement requests and financial reports for funders.
- Maintain comprehensive, auditable financial records for each grant, including in-kind and match contributions.
- Track expenditures and coordinate with project teams to ensure alignment with scopes of work and timelines.

Compliance and Procurement

- Ensure compliance with procurement and financial regulations, including 2 CFR Part 200 (Uniform Guidance) and funder-specific requirements.



- Develop bid documentation and execute compliant procurement processes for acquiring goods and services.
- Oversee contracts and vendor acquisition for grant-funded activities.
- Maintain thorough documentation of procurement activities and contractor performance.

Grant Administration and Reporting

- Coordinate internal timelines to ensure timely submission of narrative and financial progress reports.
- Assist in the preparation of new grant and contract proposals, including budget development and review.
- Monitor and document deliverables, timelines, and cash and in-kind match contributions, and outreach requirements to support successful project execution.
- Be responsible for the timely development and submittal of reporting and any other grant administration activities associated with 10 CPRG grants recently awarded to the WCRC
- Preparation of project progress and accomplishment reports for other grants

Other Responsibilities

- Support general fiscal operations, including invoice coding, expense tracking, and reconciliation.
- Represent WCRC at public meetings or community events as needed.
- Assist with meeting notifications, scheduling, agenda development, minutes, and follow-up for grant specific projects
- Perform other duties aligned with WCRC's programmatic and operational goals.

Qualifications

Minimum Qualifications

- Bachelor's degree in public administration, business administration, finance, accounting, natural resources management, or a related field.
- 3–5 years of professional experience in grant administration, nonprofit finance, program management, procurement, or related roles.
- Familiarity with federal grant regulations, especially 2 CFR Part 200.
- Experience managing grant budgets, preparing reimbursement requests, and submitting financial reports.
- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Excel, financial software (e.g., QuickBooks), and project tracking tools (e.g., MS Project or MS Teams, Trello, AirTable, Asana, EnABLE).
- Excellent written and verbal communication skills.
- Experience with virtual meeting platforms (Zoom, Microsoft Teams).

Preferred Qualifications

- Master's degree in public or business administration, finance, or a related field.



- Over five years of progressively responsible experience in grant administration, program management, nonprofit finance, procurement, or related roles.
- Experience with funding from federal agencies such as EPA or USDA NRCS.
- Knowledge of municipal and private grant compliance requirements.
- Experience with procurement documentation, bidding processes, and contractor oversight.
- Familiarity with audit preparation and nonprofit accounting standards.
- Enthusiasm for environmental conservation and ecological restoration.

Salary and Benefits

Salary Range: \$62,000 – \$80,000 annually, commensurate with experience and qualifications. This range reflects the complexity of duties, financial responsibilities, and cost of living in Fayetteville, Arkansas.

Benefits include:

- Generous paid vacation and sick leave
- Paid employee health, dental, vision, and disability insurance
- Matching retirement contributions
- Dynamic work environment and support for professional development

About Fayetteville and Northwest Arkansas

Fayetteville is nestled in the scenic Ozark Mountains and is known for its vibrant arts scene, world-class outdoor recreation including extensive mountain bike trails and boating opportunities on beautiful rivers, and strong community spirit. It is consistently ranked in U.S. News & World Report's Top 10 Best Places to Live in the U.S. The region offers more than 500 miles of trails, a growing culinary and cultural scene, and access to a high quality of life.

How to Apply

To apply, please combine your cover letter, resume, and three (3) references into a single PDF or Word document and upload via our website:

🌐 watershedconservation.org/get-involved/job-postings

Transcripts (official or unofficial) are also strongly encouraged.

Applications will be reviewed on a rolling basis. Early submission is encouraged.

Equal Opportunity Statement

The Watershed Conservation Resource Center is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We prohibit discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or any other protected status in accordance with applicable laws.