Revive & Restore is recruiting a new team member to support the program management team in all of our granting efforts. This is a unique opportunity for someone looking to play a major role in addressing the biodiversity crisis through innovative technologies and impactful partnerships. If you are looking to apply your grants management experience to an essential mission, this opportunity may be for you!

Who we are:
At Revive & Restore we are building the Genetic Rescue Toolkit, a suite of biotechnologies that we hope will solve some of the toughest biodiversity challenges. Our funding programs support novel research efforts at partner institutions around the world, including top-tiered universities, conservation organizations, and commercial research organizations.

Our projects are often the first to demonstrate the measurable impact biotechnology can have on wildlife by enhancing genetic diversity, helping to build disease resistance, advocating synthetic alternatives to wild harvest, and facilitating adaptation to a changing climate. Our research budget is currently $15M+, supporting 37 individual projects, and is growing exponentially year-to-year.

Our organization is nimble and dynamic. We have developed our grantmaking strategy to be responsive to grantees, iterative, and flexible. We are not looking to become bureaucratic as we grow, but recognize our need for a creative financial manager to help us optimize our grant management processes.

Who you are:

- Someone who enjoys working as part of a small, dynamic team with frequent collaborations but with little supervision, who also thrives working independently;
- A motivated, career-minded individual interested in using your time and energy to make a positive impact on the natural world;
- Highly organized, detail-oriented, with a deep respect for deadlines, schedules, and standard operating procedures, but is flexible enough to allow for special circumstances;
- Someone with a love of spreadsheets, databases, and other methods of organizing information;
- A clear communicator who can accurately and succinctly translate financial information for other team members, both verbally and in writing as needed;
- A skilled grants administrator, preferably trained at a non-profit or charity organization, with experience in managing the financial and reporting aspects of large grant portfolios (budgets >$10M) with many (>25) projects;
- Familiar with, or ability to quickly learn, budget management and grant administration tools and software (e.g., Excel, Salesforce, Bill.com).

**Major Responsibilities:**

**70% - Manage Outgoing Funds**

Revive & Restore’s $15M+ grant-making portfolios have been created to advance biotechnology research for conservation. Two Program Managers run the [Catalyst Science Fund](#) and [Biotechnology for Bird Conservation](#), respectively. The Finance & Grants Manager will act as a liaison, when needed, between the Program Managers and the research teams of the 37+ active projects currently funded through these funds. Tasks will include:

- Coordinate and manage new research grants awarded by Revive & Restore to various research institutions around the world.
  - Coordinate RFPs and grant review processes
  - Perform initial review of grants for completeness
  - Input new award information into the grants management database
  - Manage the receipt of quarterly technical reports from research partners; report any missing reports to the program manager
  - Draft, administer, and monitor the full cycle of agreements, using systems such as Salesforce, DocuSign, and Bill.com
  - Manage vendor profiles and payment schedules in Bill.com
- Manage financial commitments for all research grants
  - Keep accurate records and forecasts of all grants for particular projects and/or programs.
  - Develop budgets and schedules of payments for each grant recipient
  - Keep an accurate account of cash flow for the entire portfolio of projects;
  - Advise program managers on cash flow and the availability of funds for future projects

**30% - Manage Incoming Funds**

Revive & Restore is a nonprofit organization funded by individual donors, family foundations, corporate sponsorship, and the US government. The Finance & Grants Manager will:

- Support leadership with grant writing efforts and submission processes for various foundations and government agencies.
  - Ensure all application materials are prepared according to solicitation guidelines
  - Manage on-time proposal submission to online portals
  - Serve as finance point of contact for requests for additional information
  - Track funding decisions and record any provided feedback following proposal review
Create budgets and spending projections for grant proposals being prepared by Revive & Restore.
  - Ensure budgets conform to the required format and funding limit set by solicitation guidelines
  - Provide realistic costs for projected expense categories, including Revive & Restore labor, travel, and subcontracting agreements

Create financial statements for prospective private donors as required.

Work with the accounting team to manage income streams coming through grants to Revive & Restore or major donations of restricted funds.
  - Keep accurate records and forecasts of funding for particular projects and/or programs
  - Coordinate reporting efforts to funders according to grant agreements or donor commitments.
  - Manage or advise on banking activities (including CD terms) for existing cash to ensure availability of funds for scheduled payments to research partners.

General support as needed for being a small, collaborative team.

Qualifications

- Minimum bachelor’s degree in a related field
- Minimum 3 years of related experience, ideally in nonprofit or with private foundations
- Experience with financial analysis, financial reporting, cash flow analysis, budget development, and forecasting
- Experience using Google Suite applications, Salesforce, Excel, and Bill.com, preferred
- Effective verbal and written communicator with various audiences (ie, executive leadership, colleagues, Board, funders, and grantees)
- Ability to manage expectations and timelines effectively
- Ability to work independently and collaboratively
- Interest in conservation or biotechnology, a plus

Location: This position can be done remotely or on a hybrid schedule if local to the Bay Area
Salary: Commensurate with experience

To Apply:
In addition to your resume, please include a cover letter with an introduction and explanation of how you could serve this role best. If you have appropriate samples of your work that demonstrate a related skill, please include them. Applicants who do not meet these criteria will not be considered. Please email your requested materials to Marmee Manack, Director of Operations, marmee(at)reviverestore.org