The Solar Foundation (TSF) seeks a full-time Federal Grants and Contracts Manager to support its efforts to bring clean, renewable energy to the U.S. In consultation with the Senior Director, the manager will work closely with accountants and program directors to prepare invoices, budget modifications, and monitor federal compliance.

Roles and Responsibilities

• Responsible for administering all aspects of The Solar Foundation’s grants, contracts, invoices, and compliance;
• Coordinate subrecipient and vendor risk analysis;
• Assist with budget modifications;
• Provide financial support for proposal activities;
• Maintain grant award files;
• Respond to audit requests;
• Ensure compliance with federal regulations;
• Ensure accurate and timely renewal of agreements;
• Coordinate procurement processes for consultants and vendors; and
• Other duties as assigned.

Qualifications

Successful candidates for this position will possess:

• Minimum of five years of experience working with federal awards
• Bachelor’s degree, preferably in accounting, finance or business
• Superior levels of accuracy and attention to detail
• Knowledge and experience in adhering to grant reporting requirements
• Knowledge and experience in federal grant budgets and modification processes
• Knowledge of federal grant rules and regulations, specifically 2 CFR Part 200
• Knowledge, skills, and abilities in federal invoicing including work with cost share
• Strong oral communication skills, including the ability to effectively distill and present complex information in a concise way
• Excellent interpersonal skills, maturity, and the ability to work both independently and in a team setting
• Efficient, organized work style, and an ability to prioritize quickly and confidently while managing multiple deadlines
• Proficient in using Microsoft products, especially Excel
• Training in grants management and federal grant management requirements is a plus
**Compensation**

The salary range for this position starts at $70,000 per year and is commensurate with the candidate’s experience and qualifications. The Solar Foundation provides its staff with a competitive benefits package including enrollment in a 401(k)-retirement plan with a capped employer match, health insurance, paid time off, professional development funds, etc. This is a full-time position, and in accordance with the provisions of federal wage and hour laws, this position is classified as exempt, meaning this position will not be eligible for overtime pay. Employment at The Solar Foundation is at-will.

**To Apply**

Please submit a cover letter and resume to Ed Gilliland (egilliland@solarfound.org) with the subject line “Federal Grants and Contracts Manager.” **Early applications, by January 31, will receive more attention.** Position will remain open until filled.

**About The Solar Foundation**

The Solar Foundation ([thesolarfoundation.org](http://thesolarfoundation.org)) is a 501(c)(3) nonprofit, nonpartisan organization dedicated to advancing the use of solar and solar-compatible technologies worldwide. We believe that increasing access to this clean, abundant, reliable, and affordable energy source will lift up people’s lives and bring about a prosperous future for all.

The Solar Foundation is an equal opportunity employer and does not discriminate against any employee or applicant based on age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law. In addition to federal law requirements, The Solar Foundation complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.