



COASTAL STATES STEWARDSHIP FOUNDATION GRANTS ADMINISTRATOR POSITION DESCRIPTION

Position Title: CSSF Grants Administrator

Position Reports To: CSSF Managing Director

Location: Remote, but must be located within and authorized to work in the United States

Salary Range: \$60,000-\$70,000 annually

Benefits: Healthcare, dental care, long-term disability, 401(K) retirement plan, and paid federal holidays, vacation leave, and sick leave

Travel: Ability to travel occasionally within the United States

About Us:

The [Coastal States Organization](#) (CSO) seeks a full-time **Grants Administrator** to work with the [Coastal States Stewardship Foundation](#) (CSSF). CSO is a small 501(c)(4) nonprofit, non-partisan organization founded in 1970 that represents the nation's 35 coastal and Great Lakes States and Territories on legislative, regulatory, and policy matters related to coastal, ocean, and Great Lakes resources. CSSF is the 501(c)(3) nonprofit "sister organization" to CSO. CSSF's mission is to provide support services for coastal and Great Lakes states and coastal management organizations to advance collaborative and science-based decision-making that fosters stewardship of healthy coastal ecosystems and prosperous coastal communities. CSSF currently serves as fiscal sponsor for coastal and ocean-focused organizations from across the country. Collaboration is key at CSSF, as we work in a fast-paced environment with the organizations we sponsor to help them make a difference and help us achieve our mission. CSSF also supports individual team members' growth by providing them with opportunities to take ownership over their projects so they can expand their skills.

Duties and Responsibilities:

The primary role of the CSSF Grants Administrator is to support the fiscal, administrative oversight, and management of government and private funding agreements to ensure consistent processes, appropriate fiscal monitoring, reporting, and compliance with applicable terms and conditions and regulations (including the Uniform Guidance and Federal Acquisition Regulation). Duties and responsibilities include:

Award Monitoring, Compliance, and Reporting

- Collaborate with CSSF clients to administer and monitor grant and cooperative agreements, contracts, and subawards in accordance with applicable terms and conditions.
- Collaborate with CSSF clients to prepare and submit requests for post-award actions, such as amendments, changes in scope, and re-budgets. These tasks include but are not limited to analysis of expenditure reporting; tracking budget discrepancies; and leading the review process internally within CSSF.
- Coordinate with CSSF clients to track performance progress and financial reporting to funders and ensure all required reports are complete and submitted on time to funders.



Client Support

- Review bills and related documentation from CSSF clients and process payments.
- Prepare detailed monthly financial reports for CSSF clients.
- Respond to inquiries from CSSF clients related to award budgeting, invoicing, payment processing, and grant reporting in a timely manner.

Other Responsibilities

- Assist with the preparation for CSSF's annual audits.
- Participate in trainings to stay current on grant management best practices and changes to federal and relevant state regulations.
- Other duties as assigned.

Position Qualifications:

The ideal candidate is a self-motivated individual with three to five years of experience working with government and private grant and contracts, as well as experience reviewing and processing invoices, generating and tracking online payments, generating financial reports, and grant reporting. The candidate must be familiar with the principles and practices of basic accounting and must be able to work efficiently and effectively on their own and as part of a team – including working remotely with CSSF team members and CSSF clients across the United States.

Education and Experience:

- Bachelor's degree required in a related field and background in finance, accounting, and/or business administration.
- At least three years of grant and contract management experience. Experience with federal grant and contracts in a nonprofit setting a plus.

Specific Qualifications:

- Knowledge of and experience with applying basic accounting principles and procedures.
- Knowledge of federal grants and grant processes.
- Excellent written and oral communication skills.
- Ability to respond to requests for information in a timely manner.
- Strong organizational skills with ability to prioritize and perform multiple tasks with attention to detail.
- Excellent problem-solving skills.
- Proficiency with MS Office Suite and spreadsheets.
- Proficiency with QuickBooks Online a plus.
- Proficiency with automated accounts payable software a plus, e.g., BILL.com.
- Must have prior authorization to work in the United States.

**Compensation and Benefits:**

Salary range is \$60,000-\$70,000 annually, commensurate with experience and location. Benefits include healthcare, dental care, long-term disability, 401(K) retirement plan, paid federal holidays, paid sick leave (1 day accrued per month), and paid vacation leave (1.5 days accrued per month). This is an at-will position. Under certain circumstances, we will consider a one-year contract with an independent contractor that has the requisite experience. The contract amount would be commensurate with the salary range and other associated costs.

HOW TO APPLY: Please submit a resume and one-page cover letter in PDF with "CSSF Grants Administrator" in the subject line to: jobs@coastalstates.org. The deadline to apply is **11:59 PM Eastern Standard Time on Friday, February 20, 2026**. However, applications will be considered on a rolling basis, and the position may be filled sooner. Please apply early.

The Coastal States Organization is an Equal Opportunity Employer. CSO's commitment to diversity includes the recognition that our mission is best advanced by the contributions of people of diverse backgrounds, beliefs, and cultures. Recruiting and mentoring staff to create an inclusive organization is a priority, and CSO encourages applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status, or other status protected by law.

Existing work authorization is required at the time of application submission, as CSO is unable to sponsor any visa work sponsorship for this position.