



Community Foundation of the Virgin Islands

Request for Applications (RFA)

Urban and Community Forestry (UCF) Funding Coordinator - 1 Year Contract Position

Application Due Date: October 31, 2024 at 5:00 p.m. USVI local time
Contract Period: November/December 2024 - November/December 2025
Contract Type: Fixed-Term, 1-Year Contract

OVERVIEW

The Community Foundation of the Virgin Islands, Inc. (CFVI) is seeking applications from qualified applicants to serve as the Urban and Community Forestry (UCF) Funding Coordinator for federal grant funding supporting food sovereignty by focusing on the development of food forest programs; localizing, developing, and maintaining food forest systems; building local knowledge and skills around forests and the related products; training, educating, and engaging underserved populations of all ages. This contract position requires expertise in grant management and monitoring, financial oversight, and compliance with federal regulations. The selected contractor will be responsible for coordinating, monitoring, and managing the distribution and reporting of federal grant funds, along with providing technical assistance to subrecipients.

CFVI will work in partnership with the U.S. Department of Agriculture (USDA) Forest Service and the Virgin Islands Department of Agriculture to provide subawards for projects that will expand access to trees and green spaces/nature and the benefits they provide in the US Virgin Islands. For more information about the UCF program, please visit <https://www.fs.usda.gov/managing-land/urban-forests/ucf>

POSITION DESCRIPTION

Title: Urban and Community Forestry Funding Coordinator
Contract Duration: 1 Year with up to 4 years additional annual renewal, based on performance and funding
Location: U.S. Virgin Islands (In-person)
Reports to: CFVI Director of Grants and Programs

Scope of Work:

The Funding Coordinator will be responsible for:

1. Grant Management:

- Overseeing the implementation and administration of federal grant funds.
- Ensuring compliance with all federal regulations and reporting requirements.
- Managing the budget and financial tracking of grant expenditures.
- Ensuring proper allocation and utilization of funds.
- Inter island travel required for site visits and monitoring.

2. Financial Oversight:

- Preparing and maintaining detailed financial reports and summaries of awards.
- Monitoring the disbursement of funds to ensure they are used in accordance with grant guidelines.

3. Reporting and Compliance:

- Coordinating with the Director of Grants and Programs to prepare and submit all required federal reports, including financial and programmatic reports.
- Ensuring all grant activities are documented and in compliance with federal, territory, and organizational policies.
- Addressing any compliance issues or findings of sub awardees.

4. Stakeholder Coordination:

- Liaising with federal agencies, grant partners, and other stakeholders to ensure effective communication and coordination.
- Developing a local Review Committee with appropriate expertise.
- Assisting in the review of grant applications and funding.
- Providing training and support to sub awardees on grant-related processes, compliance, and urban and community forestry activities.

QUALIFICATIONS

Required:

- Bachelor's degree in public administration, business administration, agriculture or a related field.
- Minimum of 5 years of experience in grant management, financial oversight, or related areas.

- Proven experience with federal grant administration and compliance.
- Strong understanding of federal regulations, including OMB Circulars and the Uniform Guidance (2 CFR Part 200).
- Excellent financial management and analytical skills.
- Strong organizational and project management skills.
- Excellent written and verbal communication skills.
- Familiarity with and/or has worked in the U.S. Virgin Islands.

Preferred:

- Knowledge of urban and community forestry
- Master's degree in a related field
- Experience working with US Department of Agriculture and/or VI Department of Agriculture
- Proficiency in grant management software and financial systems.
- USVI Resident

APPLICATION PROCESS

Interested applicants must submit the following materials:

1. **Cover Letter** detailing your qualifications and experience related to the position.
2. **Resume/CV** highlighting relevant experience and education.
3. **Three Professional References** with contact information.

Application Submission:

Applications should be submitted electronically to **general.info@cfvi.net** by 5:00 p.m. U.S. Virgin Islands local time on **October 31, 2024**. Please include "UCF Funding Coordinator Application" in the subject line.

Selection Process:

Applications will be reviewed by a selection committee, and shortlisted candidates will be invited for an interview. The final selection will be based on qualifications, experience, and demonstrated ability to manage federal grant funds effectively.

Contract Terms:

The successful applicant will be offered a 1-year contract with a competitive fee (up to \$51 hourly rate, commensurate with experience and qualifications, based on approximately 900 annual hours). The contract may be renewed annually based on performance and funding availability. Additional clarification available upon application.