



# KENT CONSERVATION DISTRICT

1679 SOUTH DUPONT HIGHWAY • DOVER, DELAWARE 19901 • (302) 608-5370 • WWW.KENTCD.ORG

## EMPLOYMENT OPPORTUNITY FISH AND WILDLIFE GRANT SPECIALISTS – (2) POSITIONS AVAILABLE

**LOCATION:** Richards and Robbins Building  
89 Kings Highway  
Dover, DE

**Deadline:** Until Filled

**Salary:** \$47,706.25/year

***This is not a State of Delaware merit position. This is a contractual position with the opportunity to work long term.***

The Kent Conservation District, a governmental subdivision of the State of Delaware, is seeking applicants for two (2) contractual services positions of Grant Specialists with the Delaware Department of Natural Resources and Environmental Control (DNREC), Division of Fish and Wildlife.

These positions will assist the Outreach, Licensing and Grants Management Section that provides the following services on behalf of the Delaware Division of Fish and Wildlife: hunter education, aquatic and fishing education, general outreach to the public, volunteer coordination, and management of over \$14.3 million in revenue including developing and tracking the Division's annual operating and capital budgets, managing 70+ federal grants, and generating revenue through the sales of recreational hunting, fishing and trapping licenses. These positions will be responsible for assisting with federal grant workflows including applications, compliance, reporting, and budget tracking. These positions will have physical office space in the Division headquarters in Dover.

### **JOB DUTIES:**

- Assists section project managers with development of federal grant application, compliance, and reporting packages.
- Ensures all grant documents meet state and federal standards and are formatted correctly for submittal to the respective federal grant program.
- Develops and provides project managers with quarterly budget reports.
- Tracks grant renewal and reporting deadlines and ensures all documents are submitted on time.
- Provides assistance to higher level management analysts for developing short-term and long-term budgets to ensure federal appropriations are being obligated within allotted timeframes.

### **QUALIFICATIONS:**

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Six months experience working with state or federal grants.
2. Six months experience in data analysis using programs such as Microsoft Excel and Access.
3. Six months experience in budget and fiscal management.
4. Six months experience in interpreting laws, rules, regulations, standards, policies, and procedures.
5. Six months experience in narrative report writing.
6. Knowledge of designing studies which includes determining study goals and objectives, information needed, data sources, sampling and collection methods.

### **CONDITIONS OF EMPLOYMENT:**

1. Applicants must be legally authorized to work in the United States. The Kent Conservation District does not provide sponsorship for holders of H1-B Visas.
2. Direct Deposit of paychecks is required of all new employees.

### **BENEFITS:**

The Kent Conservation District offers a comprehensive benefit package including: 37.5 hour work week with flexible scheduling options, 15 paid vacation days the first year, 9 paid holidays a year, and 15 paid sick leave days per year. Pension and health insurance are also included in the benefits package.

The Kent Conservation District is an Equal Opportunity Employer

**TO APPLY, PLEASE EMAIL BOTH YOUR RESUME AND KCD APPLICATION** ([PDF](#) or [MSWORD](#)) TO: (The KCD Application may also be downloaded from the KCD Employment Opportunities website) [Patricia.Risher@delaware.gov](mailto:Patricia.Risher@delaware.gov)

**FOR MORE INFORMATION, PLEASE CONTACT**

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