

City and County of Honolulu
Office of Climate Change, Sustainability and Resiliency

Grants and Research Manager

General Summary: Serves as a staff specialist in resiliency and sustainability grants and external partnerships within CCSR, and develops, maintains and implements related relationships, plans, and procedures to further CCSR activity. Prepares proposals for, and manages the overall procurement and post-award expenditure, monitoring, evaluation, administration, and reporting on any and all grants, external partnerships, and research initiatives of CCSR. Independently develops and conducts research, collects and analyzes data, tracks performance measures, makes recommendations and prepares written reports of findings.

1. Prepares written applications for grant funds, prepares all grant reports. Develops, implements, and maintains grant procurement and expenditure procedures
2. Serves as primary contact and research and knowledge resource for CCSR programs and initiatives, including planning, organizing, and executing research studies and working with agency, science, and research contacts to integrate latest knowledge into CCSR climate, resilience, and sustainability plans and strategies
3. Serves as primary contact and monitors, tracks and evaluates all aspects of grant funding and partnership agreements with CCSR to ensure adherence to grant requirements and memorandums of understanding
4. Maintains relevant resources and materials to inform CCSR work and identify areas of research required and identifies partnerships to further CCSR policy and project goals
5. Monitors grant expenditures for compliance with all relevant rules, procurement laws and regulations; ensures that expenditures comply with Federal, State, City and private partner fiscal parameters that include encumbrance timelines and deadlines Identify available grants relating to climate change, resilience, and sustainability
6. Prepares reports on CCSR activity, produces and provides funding and expenditure reports to CCSR staff and assists other staff with the preparation of reports and presentation of data to City Council, the Administration, and other partners
7. Researches and identifies new funding opportunities for CCSR activities on a regular basis
8. Follows up on the processing of purchase orders and invoices within CCSR and the City's participating departments and coordinates the receipt of funds and vendor payments with partners
9. Tracks performance measures and prepares reports relating to the outcomes of CCSR activity and progress of objectives and goals of the Office.
10. Performs other related duties as may be assigned