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|---------------------------------|----------------------------------|-------------------------|----------------|
| <b>Job Title:</b>               | Government Funding Administrator | <b>Job Category:</b>    | Administrative |
| <b>Department/Group:</b>        | Government Funding               | <b>Job Code/ Req#:</b>  |                |
| <b>Location:</b>                | Hanford, CA                      | <b>Travel Required:</b> | Limited        |
| <b>Level/Salary Range:</b>      | Dependent on qualifications      | <b>Position Type:</b>   | Full time      |
| <b>HR Contact:</b>              | Jennifer Parreira                | <b>Date posted:</b>     |                |
| <b>Will Train Applicant(s):</b> | Yes                              | <b>Posting Expires:</b> |                |

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| <b>Applications Accepted By:</b>   |   |
| <b>Fax or E-mail:</b><br>(559)587-2801 or jparreira@innovativeag.net<br><b>Subject Line:</b> Government Funding Coordinator<br><b>Attention:</b> Recruiting or HR Department | <b>Mail:</b><br>Jennifer Parreira<br>Innovative Ag Services, LLC<br>1201 Delta View Rd., Suite 5<br>Hanford, CA 93230 |

**Job Description**

**Background on Innovative Ag Services, LLC and Government Funding Division:**

Innovative Ag Services, LLC (IAS) is an agriculture consulting company that provides a wide array of professional services to an industry that is becoming increasingly regulated and complex. At the core of this business are qualified professionals who are experienced, educated, and accredited within their expertise and who work with agricultural producers to improve their bottom line. Each professional at Innovative Ag Services, LLC provides specific talents and skills that assist the variety of needs in the industry. There is clearly strength in numbers, and each professional at Innovative Ag Services, LLC works together to meet the diverse demands of the industry. Our Government Funding Services originated from requests by clients in the Agronomic and Environmental Services sector for support in accessing government funding opportunities. Over time, IAS has recruited and trained professional staff members specializing in specific areas of expertise and skill sets required to deliver top-notch services to our clients, establishing ourselves as a trusted leader in the industry.

**Summary of Government Funding Administrator Position:**

The Government Funding Administrator will work with a team of skilled professionals at Innovative Ag Services to assist producers in maximizing various government funding opportunities within the agricultural industry. The Government Funding Administrator will have or will develop a commanding knowledge and expertise in the various funding opportunities:

- USDA – Farm Services Agency
- USDA – Natural Resources Conservation Services
- California Department of Food and Agriculture
- San Joaquin Valley Air Pollutions Control District
- Specialty and miscellaneous Grants

While individual expertise in the above will be needed, general knowledge and ability to work in all funding opportunities will also be needed to capitalize on the teamwork and synergy the various services provide.

**Job Responsibilities:**

- Be knowledgeable of all government funding programs available to agriculture producers in Central California
- Develop programs, policies, procedures, and monitoring systems to ensure that all IAS clients have information about funding programs

- Create and/or update internal processes related to Government Funding services
- Regularly meet with Government funding agencies to develop relationships and knowledge to maximize IAS’s value to clients
- Actively seek out, research, and prepare for new funding programs
- Actively participates in department meetings as well as all staff meetings
- Data management oversight, including the retention, protection, retrieval, transfer, and disposal of information related to clients and programs.
- Assist clients in the application process and management of projects if approved for funding
- Ensure compliance with all agencies and regulatory organizations while networking and building relationships
- Provide clients assistance with various local, county, regional, and state programs and grants.

**Employment Requirements:**

- Bachelor’s Degree and Government Funding/Project experience is preferred
- Excellent Organizational and Time Management Skills
- Proficient in Microsoft Office Suite
- Effective public and personal communicator – both written and verbal
- Strong relationship building skills
- Obtain the ability to develop, implement, and maintain policies and procedures
- Proficient problem-solving skills
- Self-motivated and ability to operate independently
- Team player who can help others succeed
- Ability to change focus quickly
- Uncompromising Integrity
- Accountability and results-focused
- A desire and ability to develop additional professional services at Innovative Ag Services, LLC

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| Reviewed By:     |  | Date:      |  |
| Approved By:     |  | Date:      |  |
| Last Updated By: |  | Date/Time: |  |