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## Job Description

Position:	<b>Sr. Manager, NCASI Foundation</b>
FLSA Classification:	Exempt
Reports to:	NCASI President & CEO
Supervisory Responsibilities:	None
Work Week:	40+ hours per week to meet work demands
Work Environment:	Atlanta, GA or Cary, NC. Remote option will be considered
Travel Required:	Occasional travel
Revised:	December 19, 2025

The National Council for Air and Stream Improvement (NCASI) is seeking an experienced candidate to manage day-to-day operations of the NCASI Foundation and engage in other organizational development. NCASI is a technical association serving the forest products industry as a center of excellence for scientific research and technical information on environmental and sustainability topics. NCASI Foundation is a 501(c)(3) charitable organization that executes the charitable activities of NCASI by fostering the development and dissemination of environmental science and data that promotes the sustainable use of earth's resources.

### **Summary:**

The successful candidate will be responsible for all day-to-day operations of the NCASI Foundation. They will develop and execute the strategic direction of the Foundation and ensure key objectives are accomplished. They will also collaborate with NCASI program leaders to familiarize themselves with NCASI technical programs and engage in organizational development activities, including, but not limited to, identifying and developing external collaborators and funding opportunities, and contributing to initiatives to increase the visibility of NCASI & NCASI Foundation activities.

**Key Words:** Charitable foundation operations and management, funding development and management, business strategy, organizational development, financial compliance, operations management.

**Essential Job Functions:** Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

### Foundation Operations & Governance

- Develop and execute the Foundation's business strategies to attain short- and long-term goals.
- Lead organizational development by cultivating funder relationships and executing new opportunities.

- Provide strategic advice to the NCASI Foundation President and Board of Directors. Serve as an officer of the Foundation, as the Secretary.
- Lead quarterly meetings with the Board, including preparing programmatic and financial reports, bringing new opportunities to the Board's attention, and informing the Board of relevant policies that may need implementation or improvement to ensure the objectives and mission of the organization are met.
- Assist the President to recruit new Board members, as needed, to add diverse expertise and ensure the membership ratios defined in the Bylaws are met.
- Develop and implement organizational policies and guidelines.
- Build long term, trusting relationships with key stakeholders, partners, and government agencies.
- Further develop and enhance the charitable activities of the organization.
- Establish thought leadership through publications and website content development.

#### Contract & Grant Management

- Provide financial oversight and follow compliance requirements for federal funding of contracts and grants, and management of operations, pursuing the Foundation's interest with due diligence and reasonable care.
- Review and approve proposals for compliance with sponsor requirements, institutional policies, and federal regulations prior to submission.
- Negotiate award terms and conditions with sponsors.
- Provide financial oversight for federal contracts and grants, ensuring compliance with OMB Uniform Guidance, sponsor terms, and Foundation policies.
- Coordinate with NCASI staff on project funding management, budget monitoring, and progress reporting to sponsors.
- Oversee development, execution, and monitoring of subawards and subcontracts with partner institutions; ensure compliance with flow-down requirements.
- Maintain comprehensive tracking of active and closed awards.
- Ensure timely technical and financial closeout of awards, including final reports, intellectual property disclosures, and record retention.

#### **Additional Responsibilities:**

1. Undertake additional key activities as delegated by the NCASI President and CEO.

#### **Minimum Qualifications:**

1. Master's or Bachelor's degree in an appropriate scientific or business discipline with eight or more years of relevant experience.
2. Demonstrated ability to lead and direct the business and programmatic affairs of a non-profit/foundation.

3. Experience with grant management, contracts, contract review, financial reporting and audits.
4. Experience implementing strategic development and organizational growth initiatives, specifically partnership development.

**Additional Qualifications:**

1. Familiarity with OMB Uniform Guidance for federal contracts and grants.
2. Familiarity with accounting software such as Sage Intacct.
3. Working experience in the Forest / Natural Resources Sector.

**Competencies:**

1. Exceptional competence in business and program management, contract negotiation and compliance, and communication.
2. Identifying funding opportunities, developing funding relationships, proposal writing and budgeting.

**Work Authorization / Insurance Requirements:**

1. Must be eligible to work in the United States.
2. Must have driving record that can be insured at standard rates.

**Benefits Effective Immediately:**

- Health Care Benefit Package (Medical, Dental, Vision, HSA w/ employer contribution)
- 401(k) plan with company match
- Vacation/Sick/Holiday leave
- Dependent Care FSA
- Life, Supplemental Life, Disability, and Accidental Death & Dismemberment Insurance
- Identity Theft Protection
- Supplemental Accident and Critical Insurance Available

**To Apply:**

Please provide a CV or resume and a cover letter that emphasizes and substantiate your direct, hands-on experience relevant to this role with examples to Susan McCord ([smccord@ncasi.org](mailto:smccord@ncasi.org)), identifying “Sr. Manager, NCASI Foundation” in the subject line. Applicant review will begin on January 16, 2026, and continue until the position is filled. Contact information for three or more references may be requested at a later time. NCASI is an equal opportunity employer.