



POSITION DESCRIPTION

Job Title: Grant Manager
Reports To: Director of Finance
Supervises: None
Starting Salary: \$52,000 – \$60,000 per year
Classification: Salaried

Position Summary

Responsible for tracking and analyzing all budget expenditures for new and existing grants. Utilize management skills to carry out important operational duties in budgeting and resource allocation procedures, ensuring strategic plan goals are met in a timely manner. Find innovative ways to resolve problems and maintain continuous quality improvement protocols for all grant funded activities. This position may require travel.

Specific Responsibilities

- Researches and conducts quantitative and qualitative data analysis of spending, ensuring compliance with 2 CFR 200. Follows and proposes revisions to fiscal policies and procedures in order to accomplish responsibilities in the most efficient and effective manner. This requires thorough knowledge of federal and state grant legislation, policies and procedures, and regulations.
- Creates and maintains tracking mechanisms to ensure compliance with organizational and programmatic outcomes and goals.
- Prepares, submits, and tracks timely progress reports as required by funding agency and Program Leads.
- Presents complex information in a clear manner to multiple stakeholders.
- Evaluates the fiscal and budgetary impacts and/or risks associated with grant proposals, legislative proposals, and Tribal Council initiatives.
- In collaboration with the Program Lead, oversees budget management, including impact analysis in budget programming and funds to ensure effective programs. This includes budget development, implementation, and review of all costs according to budget and making recommendations for cost control as needed.
- Provides technical and budgetary assistance to the Program Lead and Director of Finance.
- Requests reimbursements and drawdowns as needed.
- Prepares reports, including forecasts, findings, conclusions, and recommendations for improvement of operations and presents findings.

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- Collaborates with Tribal Administration staff to connect with external agencies on funding and programs and engages stakeholder agencies on funding, programs, and impact.
- Researches and presents opportunities to support Tribal programming.
- Performs other duties as assigned.

Qualifications

These entry qualifications would normally be obtained through a bachelor's degree program in Business, Finance, Accounting, or Public Policy (or related field), or its equivalent, combined with two years of related work experience in finance and budget, financial analysis, federal grant management and compliance or a similar field:

- Knowledge and application of principles and best practices of budgets, grants, research, and performance measurements
- Understanding of finance, economics, and governmental accounting
- Understanding of Federal guidelines regarding ARPA or other Federal funds
- Ability to develop budget projections
- Ability to develop internal and external agency metrics for use and impact of funds for prioritized projects
- Ability to organize complex financial data
- Demonstrated critical thinking and analytical skills and the ability to identify and evaluate the economic, political, and social impacts of budgetary actions and resolve problems in a timely manner
- Demonstrated skill in complex financial tracking across multiple fund sources and projects and with outside agencies
- Demonstrated skill in connecting with external agencies on federal or similar types of funding and programming and ability to engage with stakeholders and agencies on federal or similar types of funding, programming, and impact
- Demonstrated accuracy, thoroughness, and strong attention to detail
- Self-motivated with the ability to set priorities and manage multiple tasks under minimal supervision in effective and efficient manner
- Demonstrated ability to work effectively in a diverse work place with people of varying cultures and backgrounds
- Thorough knowledge of English grammar, spelling, and punctuation and ability to clearly communicate orally and in writing
- Intermediate to expert skills in Microsoft Office (specifically Word, Excel and PowerPoint)
- Must be willing to travel locally, regionally, statewide and/or out-of-state, as necessary, during or after regular working hours

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Preferred Qualifications

- Experience working with fund accounting software
- Experience working in a Tribal government system or with Native American communities

Additional information

- This work involves long periods of sitting and may include walking, bending, crouching, stooping, stretching, reaching, or similar activities, and lifting of moderately heavy items, up to 20 lbs.
- Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code § 472 and 473). Applicants claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Indian heritage.
- All offers of employment are contingent upon the successful completion of background and reference checks.

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