



Position Description

Job Title:	Grants and Program Manager
Department:	Office of Environmental Planning and Protection (OEPP)
Reports To:	Environmental Director
Supervises:	N/A
Classification:	Salaried, full-time, benefit-eligible
Anticipated Salary Range:	\$60,000 – \$75,000 (\$6)

Position Summary

The Grants and Program Manager is responsible for grant and program management activities, with an emphasis in financial tracking, budget development, administrative duties, project management, and grant solicitation. The incumbent will work collaboratively with OEPP and fiscal staff to ensure compliance with existing grant requirements, including familiarizing themselves with the specific terms and conditions of each award, producing reports, workplan development and adherence, and managing grant budgets. Under the guidance of the Environmental Director, the Grants and Program Manager will also seek out additional funding sources that fit the operational and strategic priorities of the environmental department. The successful candidate will be self-motivated, have strong organizational and accounting skills, and be comfortable representing the Tribe and the Office of Environmental Planning and Protection (OEPP) to funding agencies and external partners.

Responsibilities may include, but are not limited to:

- Familiarize themselves with all elements of existing environmental grant programs, including budgets, deliverables, agreements, project scopes, and contracts
- Conduct administrative duties required to implement successful grant programs
- Track deliverables, budgetary expenditures, and workplan progress
- Submit reports, invoices, workplan/budget modifications, and other required documentation to appropriate funding agencies and program leads
- Work with the Environmental Director to identify unmet needs within the department and develop strategies to connect funding shortfalls to potential grant opportunities
- Work with the Environmental Director and the fiscal department on the development and management of annual operating and program budgets
- Develop bid packages and rate cards, administer contracts, and develop/ensure compliance with agreements and MOU's
- Make improvements to administrative procedures within the environmental department
- Independently seek out funding opportunities that support priorities and operational objectives identified by the Environmental Director

- Work with the Land Manager to develop asset management protocols
- Establish and manage vendor accounts and procurement processes
- Work with appropriate staff to maintain legal property documentation such as deeds, contracts, and agreements, in order to ensure continual compliance
- Interpret and navigate environmental permitting processes such as CEQA and NEPA to ensure legal compliance and facilitate advancement of environmental objectives
- Attend trainings, workshops, conferences, and other functions in order to represent the Tribe and the department, with the goal of identifying potential grant programs that overlap with the Tribe's strategic priorities
- Work with OEPP staff to develop grant proposals, apply for grants, manage accounts, and track award status
- Coordinate with other departments to identify collaborative projects and existing funding opportunities to benefit OEPP programs, such as community garden development, relevant infrastructure improvements, and other opportunities
- Other duties as assigned

Minimum Qualifications

These entry qualifications would normally be obtained through a bachelor's degree program in Business, Finance, Accounting, Public Policy, Natural Resource Management (or related field), combined with two years of related work experience OR five years of highly relevant grant and program management experience:

- Demonstrated experience in grant and budget management
- Knowledge and application of principles and best practices of budgets, grants, research, and performance measurements
- Administrative experience and thorough understanding of administrative procedures
- Ability to organize complex financial data and develop budget projections
- Experience and comfortability in connecting with external agencies on federal or state funding and programming, and ability to engage with stakeholders and agencies on funding, programming, and impact
- Self-motivated with the ability to set priorities and manage multiple tasks under minimal supervision in an effective and efficient manner
- Demonstrated accuracy, thoroughness, and strong attention to detail
- Proficiency with Microsoft Office Suite, including strong Excel skills
- Demonstrated ability to plan programs, evaluate progress, and meet deadlines
- Thorough knowledge of English grammar, spelling, and punctuation and ability to clearly communicate orally and in writing
- Demonstrated ability to effectively work independently and as part of a team in a diverse work place with people of varying cultures and backgrounds
- Must be eligible for coverage under the Tribe's vehicle insurance policy
- Must possess a valid driver's license and be willing to travel locally, regionally, statewide, and/or out of state, as necessary, during or after regular working hours

Preferred Qualifications

- Experience working with fund accounting software

- Demonstrated knowledge and ability to understand, analyze, interpret, and apply federal and state laws and regulatory processes pertaining to environmental programs, such as CEQA and NEPA
- Advanced degree in Public Policy, Accounting, Finance, Business, Natural Resource Management, or similar field
- Background in the environmental or natural resource field and familiarity with relevant funding opportunities and economic dynamics at the state and federal level
- Strong Project Management experience
- Experience in developing or improving administrative and organizational protocols
- Experience working in a Tribal government environment

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.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The Mechoopda Tribe of Chico Rancheria reserves the right to revise this job description at any time. The job description is not to be construed as a contract for employment.