

Fort Bidwell Indian Community

Job Opening: **Grants Manger**

Full time with Benefits

Reports to: Tribal Administrator

Compensation: \$26 to \$32 hourly dependent on experience

Position: Grants Manager

The Grant Manger will be responsible for overseeing the complete life cycle of grants from proposal development to post-award management. The Grant Manger will help research and identify potential funding sources, prepare and submit grant reports as required, help monitor grant expenditures, and ensure compliance with all grant requirements and agreement terms and conditions. The Grants Manager will collaborate with tribal leadership, program staff, and other stakeholders, maintain compliance with policies and procedures for all grant requirements. Grant Manger will collaborate with Fiscal on all funding line items, expenditures, prepare and submit budget reimbursement requests, prepare budget reports on all grants. Grants Manger must be able to develop and maintain all grant data reflecting award to closure, develop and maintain Grant Manger assistance on grant proposals, narratives, and budgets with relevant department staff specific to the project. Grants pursued will be federal, state, and private non-profit and for-profit funding sources.

Job Qualifications:

Preferred

A strong understanding of grant principles, regulations, especially 2CFR 200, and best practices. Applicants need to be skilled with strong writing, communications, research, analytical, and project management skills. Familiar with Tribal governance, being able to work independently at times, proficient knowledge of governmental fiscal practices, Excel and Windows Word programs, able to multi-task while remaining organized. Maintains constant connection to department heads to ensure timely grant reports, budget expenditures, provide training to staff on grant outcomes and requirements, and comply with Tribal policies, procedures, and practices. Applicants must be able to clear background check, provide a clean drug test, and maintain a valid driver's license for the Tribes insurance.

Supervisory:

No supervisory responsibilities currently.

Position Requirements:

Preferred

2 years' experience working with a Tribal Government, willing to learn how to apply for grants. High School Graduate, AA college degree in relevant field, possess valid Driver's license, willing to travel, when necessary, ability to work weekends, and after hours if necessary, and Indian Preference given.

Benefits:

Full Time 40-hour work week, Monday thru Fridays with some weekend, paid travel to conferences, trainings, and off-site meetings when required, Medical Dental and vision insurance, Paid holidays with sick leave.