



Hoplend Band of Pomo Indians Job Description

Position: Tribal Grants Manager
Reports to: Tribal Administrator
Rate of Pay: \$62,400 - \$83,200 Annually (DOE)

POSITION SUMMARY: Under the supervision of the Tribal Administrator, has the primary responsibility to oversee the administration of the Hopland Band of Pomo Indians grants, including ensuring accurate and efficient collection and reporting of grants data, maintenance and oversight of workflow processes and procedures, and grant writing and grant compliance. Shall work with Program Directors to coordinate, communicate and document progress and report on results.

ESSENTIAL FUNCTIONS:

1. In coordination with Finance Director, manage grant proposal calendar.
2. Shall review, analyze and report on legislation and other actions affecting any aspects of Tribal programs as needed.
3. Maintain calendar to reflect all grant activity as well as grant reporting needs, deadlines and action items.
4. Track current grant cycles and renewal processes and ensure stewardship to guarantee continued funding.
5. Shall establish and maintain a close working relationship with Program Directors and funders.
6. Must report and provide any written material to the Finance Director that relates to the fiscal aspects of the Tribal Programs.
7. Must attend meetings, conferences, etc., for development and on behalf of the Tribe as requested.
8. Ensure Program Directors follow the OMB Uniform Guidance and are aware of the Tribe's Procurement Policy.
9. Shall work closely with the Tribal Administrator and Program Directors in coordinating Tribal Council strategy, policy review, risk assessments and data gathering.
10. Serve as a resource on grant administration and overall technical resource to Program Directors.
11. Participate in monthly grants meetings with Program Directors to review expenditures, advise on post-award spending, check-in on grant deliverables and oversee compliance.
12. Develop and communicate reports to Tribal Council supporting project status; create effective forecasting and decision aides. May also report to other staff as necessary.
13. Monitor tasks assignments through consistent communication with Tribal Managers and Tribal Council.
14. Must gather and maintain Tribal program data and information as needed for consultations, research, and reference.
15. Collaborate with Program Directors to create compelling grant proposals and funding requests, taking lead on the larger grant opportunities.
16. Write and assemble most or all sections of each new grant proposal, with key input from Program Directors and other staff. Grant renewals will be completed by current Program Directors with assistance provided as necessary.
17. Coordinate with relevant staff to solicit timely and appropriate input/review of grant proposals prior to submission deadlines.
18. Review guidelines for all foundation proposals and reports to make sure submissions are accurately formatted and include all required information, including budgets and materials.
19. Responsible for grant closeout and submission of final reports in coordination with appropriate Program Director.
20. Participate in grant kick-off meetings for proposals accepted with the Program Director, Administrator and Finance.
21. Compile information and documents needed for audit inquiries.
22. Must be available for local and out of the area travel as required for job training, Shall attend all required meetings and functions as requested.
23. Research and identify Federal, state, and private grant opportunities available to the Tribe.
24. Generate grant opportunity summaries and present to Tribal Administrator to ensure the grant aligns with the long-term plan for the community prior to applying.
25. Must have the ability to work independently, make decisions and maintain confidentiality.
26. Other duties as assigned

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.

The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the Tribal Administrator.

REQUIREMENTS/QUALIFICATIONS:

Qualified candidates will have a Bachelor's degree in public administration, political science, finance or related field desirable **OR** three (3) years' experience with demonstrated knowledge of proficiency in government-to-government relations, Tribal sovereignty, federal Indian law and policy, trust responsibility, Indian treaties, Tribal consultations, and Tribal constitutions.

Three (3) years' experience and demonstrated ability to plan and implement strategic projects with clear goals and objectives and high attention to detail, accuracy, protocol and deadlines.

Experience and demonstrated skills in creative problem – solving and conflict resolution

Demonstrated the ability to work in culturally diverse environments and tolerate disparate viewpoints

Demonstrated ability to tolerate unforeseen and sometimes frustrating challenges while maintaining an even temperament.

Strong logic, analytical and problem-solving abilities with solid understanding of grants management.

High level of discretion in maintaining confidentiality of sensitive materials and issues

Licenses and Certifications: Valid California Class C Driver's License and be insurable for auto insurance.

Additional Requirements: Familiarity with community development principals and tools that strengthen community participation; ability to manage multiple tasks and meet deadlines.

Other Qualifications – Proficient in Microsoft Office Suite: Word, Excel, Power Point, Access (database) and Outlook. Actively involved in the community and understanding of Native American Culture.

Language Skills – Should have excellent writing, oral and interpersonal communication skills and an intuitive listener, including conflict resolution; ability to prepare clear and concise reports, correspondence, grants, policies and other written materials; exercises sound independent judgment within policy guidelines

Mathematical Skills - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability - Ability to apply common sense understanding during normal and stressful conditions.

Physical/Work Environment Demands – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee: Must be able to maintain physical stamina and proper mental attitude to work under pressure in a fast-paced work environment and effectively deal with funders, Tribal Council, employees, and others. Is regularly required to sit, stand, walk and move through all areas of the Tribal Buildings; speak and hear, and use hands to finger, handle, or feel. Intermittently, operates standard office equipment or motor vehicle; and twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; able to attend various meetings and workshops or act as a facilitator. May reach with hands and arms above shoulder level, bend/stoop, squat, balance, kneel, lift, and push/pull. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and an extensive background security check.