



Blue Lake Rancheria Tribe of California

POSITION DESCRIPTION

MANAGEMENT RETAINS THE RIGHT TO CHANGE JOB DESCRIPTION AS DEEMED NECESSARY

Job Title: Grants & Projects Manager I
Department: Tribal Administration
Reports To: Tribal Administrator
FLSA Status: Non-Exempt
Prepared By: Alison Robbins
Revised Date: 07/20/2021
Approved By: Tribal Administrator
Approved: 07/26/2021

JOB SUMMARY

A Grants and Projects Manager works with our organization's departments to identify new sources of funding, enhancing current funding models, and developing sustainable and effective programs all within a context of the Tribe's priorities to enhance sovereignty, revitalize cultural traditions, and practice sound, environmentally responsible economic and community development. Grants & Project Managers oversee grant writing and implementation efforts, documenting payments and expenditures, optimizing the grant administration process, overseeing fund-raising, preparing progress reports, ensuring compliance with grant regulations, reviewing grant proposals, managing grant databases, engaging with donor agencies, educating staff on policies, and preparing financial reports. Skills and expertise in successful grant management will aid our organization in serving the public by securing continuous funding, improving business opportunities through effective funding programs, and executing meaningful projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Designing programs and determining their funding needs, seeking appropriate support from external organizations and governmental partners.
- Coordinating and engaging with department managers during program design, funding and grant research, grant writing, and program implementation.
- Identifying and developing a supporter agencies database, cultivating strong relationships with external funding agencies.
- Optimizing the grant administration process by managing timelines and deliverables.
- Preparing and monitoring grant and program budgets: includes budget narratives, adjustments and revisions for external funding organizations, and corrections or journal entry requests to Finance Division after detail general ledger reports analysis.
- Preparing, submitting, and tracking grant applications.
- Preparing reports to the Tribal Council.
- Honor all commitments to awarding agencies.

Promotes the following within the department and among all Team Members:

- Creates a collaborative, inclusive, and culturally responsive atmosphere
- Encourages mutual respect, dignity and integrity with all Team Members, by setting positive examples at all times.
- Maintains a professional departmental, company, and community reputation.

Blue Lake Rancheria requires Team Members, on a continual basis...

- To provide a safe work environment for Team Members, through compliance with established safety guidelines, identifying potential safety hazards, and reporting same to the appropriate person for proper resolution.
- To maintain a professional departmental, company and community reputation.
- To enforce performance standards, policies and procedures as they relate to the department.
- To maintain a consistent, regular attendance record.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Minimum requirement: Degree in business or public administration, English, anthropology or equivalent. Three years of grant or project management work experience, at least one year of grant writing, budgeting and/or accounting experience. Preferred applicant: Master of business or public administration, English, anthropology or other research intensive discipline. Five years of grant and project management work experience with three years of grant writing, budgeting, and/or accounting experience.

COMPUTER SKILLS

Must be highly knowledgeable and proficient working with the Microsoft Office Suite, processing intermediate to advanced skills using Microsoft Word, Excel, and PowerPoint; Microsoft Access is also desired, but not required. Ability to understand and use Google Drive, Adobe Acrobat, and similar calendar, search engine, and software platforms. Experience in the use of Project Management and Database software highly desired.

LANGUAGE SKILLS

Ability to read, analyze, and interpret Tribal, local, state and federal laws applicable to project development and implementation as well as, policies and standard or technical procedures, including governmental guidance and regulations. Ability to write reports, business correspondence, logic models, and project implementation plans. Ability to effectively present information and respond to questions from co-workers, Tribal citizens, and the general public.

- Prepare clear and concise reports, correspondence and other written materials.
- Strong public speaking skills

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY

Ability to solve complex problems, dealing with a variety of concrete or unknown variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Use innovative techniques and both broad-based and detailed knowledge of the sociocultural anthropology of the North Coast to formulate and implement program concepts.
- Analytical skills for evaluating the effectiveness of programs and services, suggesting necessary changes and improvements.
- Exercising sound independent judgment within established guidelines when called upon.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid California driver's license

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a Team member 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 Team Member is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The Team Member frequently is required to reach with hands and arms. The Team Member is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The Team Member must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Must pass a criminal background check and drug test.

WORK ENVIRONMENT

The work environment characteristics describe here are representative of those a Team Member encounters while performing 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 Team Member is frequently exposed to 1) general office environment, 2) various indoor and outdoor environments located around the Rancheria on and off trust land. Includes the use of standard office machinery, small makerspace devices or equipment. Job duties may extend outside the office to meetings locally and abroad. Travel required by funding agencies to attend management and program related trainings is expected.