

Manchester Band of Pomo Indians

24 Mamie Laiwa Drive ♦ P. O. Box 623, Point Arena CA 95468
♦ Tele (707) 882-2788 ♦ Fax (707) 882-3417

JOB POSITION: GRANTS MANAGER	STATUS: FULL TIME
DEPARTMENT: ADMINISTRATION	SALARY: DOE
REPORTS TO: OFFICE MANAGER	SITE: MPA TRIBAL OFFICE

JOB DESCRIPTION

Position Summary: The Grants Administrator is responsible for coordinating the development, administrative management, reporting and closeout of grants and other programmatic investments made by the tribe. The Grants Administrator will ensure that the tribe's grant-making and related processes, documents, procedures, and implementation are executed professionally, efficiently, on schedule, and in a manner consistent with best practices.

How to Apply: Interested applicants should send their cover letter and resume to tisha.jones@mpapomotribe.org. No phone calls please.

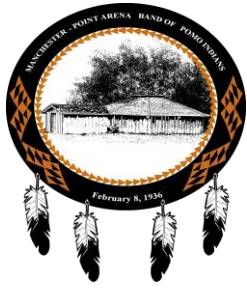
SKILLS REQUIRED

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.

- Excellent customer service skills.
- Excellent written and oral communication skills; exceptional interpersonal skills, a focused listener.
- Advanced MS Office skills.
- Strong organizational and project management skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Ability to take initiative and manage projects assigned through completion with minimal supervision.
- Ability to work effectively independently and as a highly resourceful team player under pressure and within deadlines.
- Creative and innovative thinker, who actively presents new opportunities, proposes solutions, and recommends best practices.
- Ability to anticipate challenges and effectively resolve potential issues through creative problem solving.
- Ability to work creatively and with flexibility in a fast-paced environment while maintaining high work standards.
- Ability to develop rapport and engender trust.

TRIBAL COUNCIL

Tisha Jones, Chairperson Maria Cardenas, Vice-Chairperson Vacant, Secretary Paula Figueroa, Treasurer



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- Exhibits a positive attitude and professional demeanor.

Education and Experience Requirements:

- Bachelor's degree, preferred
- 2+ years of applicable grant administration experience, required
- Experience in foundations, nonprofits, or the private sector, highly desirable
- Experience with grant making software desirable

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

Work Environment: The work environment characteristics described here are representative of those an employee may encounter while performing the primary job responsibilities. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job responsibilities.

Travel: Occasional travel to conferences

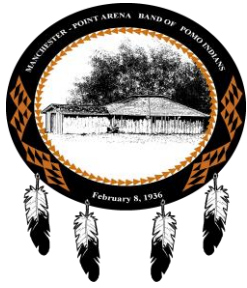
ADDITIONAL INFO

Primary Job Responsibilities: To perform this job successfully, each primary job responsibility must be performed satisfactorily. Reasonable accommodation may be made to enable an individual with disabilities to perform the primary job responsibilities. Other duties may be assigned to meet business needs.

- Provides administration for the grants process throughout all stages including receiving, assessing, tracking, payment/check requests, documenting all inquiries and/or proposals; assuring that submitted documentation meets all tribal and legal requirements; and maintaining accurate and timely records of tribe's grant-making and other programmatic activities.
- Provides technical assistance to grantees with online application and reporting processes.
- Maintains the online nonprofit database and physical grant files ensuring the accuracy and integrity of data and grantee relationship history.
- Oversees standard terms and conditions for grant award letters and agreements.
- Trains tribal staff on grants management software; ensures that protocols are executed properly; creates and edits software templates, code, and reports.

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- Maintains relationship with grants management software vendor; coordinates with vendor to maintain software.
- Assists with required research pertinent to grant due diligence, ongoing review, and close-out analyses.
- Works with tribal council, Accountant, and office staff to coordinate and maintain grant cycle calendar and site visit schedules; assists with the preparation of grant related materials for Community Council meetings.
- Supports the tribes finance and communication functions; generates requested information, data and reports from information maintained in the grants management database or other sources of information.

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