



Job Title: Grants Management Specialist

Functional Department: Business Services

Job Reports To: Director of Business Services

Exempt Non-Exempt

Job Summary: The Grants Management Specialist is responsible for managing duties pertaining to the application of grants and dispersing these funds to applicants. The Grants Management Specialist is also responsible for maintaining grant records, monitoring, and reporting on grant budgets, and ensuring compliance with organizational and Federal rules and regulations.

Pay Range: \$58,000 to \$68,000 annually, depending upon experience.

Major Responsibilities/Activities:

1. Positive, collaborative, trustworthy team player
2. Leads the implementation of and ensures adherence to grantmaking workflow processes and procedures.
3. Participates on strategy teams and support staff in developing applications, budgets, and contract requirements.
4. Manages administration of the grant cycle from application to closing; ensures that grant requirements are met, and payments are appropriate.
5. Works closely with staff to review applicant and grantee financial reports to perform grant due-diligence procedures and identify potential concerns.
6. Corresponds with applicants and grantees as requested.
7. Assists in the development and maintenance of strategy budgets and monitors budget to actual activity.
8. Generates database and budget reports.
9. Reconciles detailed grant accounting system activity to the general ledger accounts.
10. Assists and supports the Business Team in the annual audit.
11. Maintains a grants operations manual.
12. Prepares materials for the Board meetings as requested.

13. Maintains administration of grant management software and DocuSign, as well as any related technology enhancements or changes.
14. Participate in staff calls and maintain notes and follow up on action items
15. Travel as assigned
16. Maintains a confidential stance in regard to grantee activities.
17. Other duties as assigned

Minimum Requirements:

- a. Bachelor's degree, preferably, with accounting experience or commensurate work experience.
- b. Extensive familiarity with grants management software and a database in a responsible position.
- c. Excellent oral, written and interpersonal communications skills.
- d. Self-starter with the ability to work independently and communicate in a virtual office environment.
- e. Demonstrated fiscal management skills, including budget management, developing, and maintaining appropriate internal controls, and grant administration policies and procedures.
- f. Willingness and ability to travel locally, statewide, and nationally.
- g. Experience living and/or working in Native communities preferred.

Work Habits:

- Accurate
- Collaborative
- Reliable
- Respectful
- Excellent communicator

Signature: _____ **Date** _____

Approved by: _____ **Date** _____

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.