Position Title: Grant Manager
Department: Finance
Reports to: Chief Financial Officer
Classification: Exempt/Full Time
Pay: $52,000 – $68,640
Position Posted: OPEN UNTIL FILLED

SUMMARY:
The duties of the Grant Manager primary area of responsibility: (1) planning and implementing, private, local, state, federal and tribal government grant programs from the approval, utilization and reporting; (2) operations and initiative projects management and support. The Manager is responsible for overseeing the overall grant efforts, including grant program development and implementation, compliance and grant reporting, in order to make the grant process work effectively and efficiently. The Manager is responsible for project management and identification, development and implementation, including providing staff and stakeholder support in planning and managing departmental and organizational initiatives and administrative projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Develop, plan, and execute special projects as assigned.
- Work closely with the program leaders in the organization providing information and resources.
- Research and propose solutions to operational challenges.
- Communicate on progress of projects with clear communication across all departments as required.
- Develop and maintain a grants/contract database and reporting system to ensure a high level of organization and structure.
- Maintain a current and accurate database of demographics, facts, information, and references which may be used by the organization to develop funding proposals, strategic plans, or make decisions on its activity which will lead to increased value to the Pit River Tribe.
- Work with Program Directors to develop projects and resources which support the organizational mission, goals, and objectives outlined in its long- and short-term strategic plan and identify complimentary funding sources which will support the creation of these projects and resources.
- Work with Fiscal Department and Program Directors to develop a plan for optimum use of the organization’s resources, for financial management of awarded grants, contracts, and contributions,
and ensure compliance with any funding rules, requirements, or restrictions. This includes promoting timely and accurate progress and financial reports to grantors.

• Provide regular (monthly, quarterly, annual) progress reports on grant related activities.
• Perform any related duties as required and assigned by the Chief Financial Officer.

QUALIFICATIONS:

1. The minimum educational qualification required is a Bachelor's degree. Certifications from recognized institutes with specialized courses in grants management are preferred.
2. Excellent project management skills with experience in managing and supervising administrative projects.
3. Excellent organizational skills.
4. Strong written and verbal communication.
5. Excellent interpersonal and presentation skills.
6. Good understanding of the organization's overall business and its objectives.
7. Ability to work within a team both internally and externally.
8. Ability to perform in cross-functional, cross-cultural team approach and job responsibilities.
9. Experience with basic financial management skills including developing and monitoring budgets and financial reporting.
10. A multi-tasker with strong ability to work under pressure. Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail.
11. Proficient in using computers with related knowledge of software programs.
12. Individuals recovering from SUD, must have successfully maintained a two (2) year period of uninterrupted abstinence from alcohol and/or drugs.
13. Maintain current, valid CA Driver’s License. Must also have and maintain clean driving record and auto insurance.

PHYSICAL DEMANDS:
While performing the duties of this job, the Employee is regularly required to talk or hear. The Employee is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools, or controls. The Employee is occasionally required to reach with hands and arms, sit, climb, balance, stoop, kneel, crouch, or crawl. This job's specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:
The Employee is regularly exposed to the risk of radiation (from computers). A great deal of the workday will be spent working on spreadsheets, word-processing or inputting data into the computer system. The noise level in the work environment is usually moderate.

Requirements:

• Adhere to all PRT policies
• Must submit to a criminal background check.

Note: This position requires awareness and deep appreciation of Indian traditions, customs, and socioeconomic needs. It requires the ability, at all times, to meet and deal effectively in contact with Indian people and organizations. This
position requires tact, courtesy, confidentiality, discretions, resourcefulness, and sound judgment in handling sensitive issues.

The Pit River Tribe is an Equal Opportunity employer and actively encourages application from all persons regardless of race, color, religion, sex, age, national origin, marital status, ancestry, sexual orientation, sensory, mental, physical, or other non-disqualifying disability.

**Native Preference:** Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title25, US Code, Chapter 14, Sub Chapter V, Section 472 & 473).

**Acknowledgment:** This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and this position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the right to add, modify, or exclude any essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any conditions of the Employee's job, is intended to create a contract of employment of any type.

The Pit River Tribe (PRT) job description is a management tool to help organize duties and provide employees with the employer's expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

**Applications and Job descriptions:** can be downloaded from the Pit River Tribe website at [http://pitrivertribe.org/tribal-employment/](http://pitrivertribe.org/tribal-employment/) or from the HR Department at Tribal Administration. All applications must be completely filled out, legible, and with reliable contact information, including your email address if available. Incomplete applications will not be considered. For supervisory, management, or Director positions, it is helpful to include a current resume and cover letter articulating why you would like to work for the Pit River Tribe and how you feel you can best serve in the position opening.

**Contact:**
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