



AMERICAN INDIAN SERVICES

scholarships for Native Americans

Position Description

Position Title: Contract Grant Manager

Pay Rate: \$30-\$40/hour (determined by credentials and experience)

Classification: Contractor Non-Exempt

Schedule: Part-Time; M-F, between 9a-5p; 20-30 hours/week

Role: Non-Supervisory

The mission of American Indian Services is to provide education to Native Americans in need through scholarships and programs while ensuring that their cultural values are preserved.

Summary of Work:

The Grant Manager (GM) works for American Indian Services (AIS) under the supervision of the Executive Director crafting funding proposals and reports regarding the organization's biographical, financial, and philanthropic information. The GM exercises a great deal of discretion; they may frequently be provided with highly confidential information.

Duties & Responsibilities:

- Writing and submitting grant LOI's and proposals.
- Writing and submitting grant reports.
- Advising on and/or developing grant funding strategies to meet funding goals.
- Tracking and managing grant deadlines.
- Researching and vetting new grant prospects.
- Managing and writing state and/or federal grant proposals, in addition to foundation and individual grants.
- Helps to maintain organization's compliance with grant requirements and reporting.
- Create grant proposal templates for customization.
- Building relationships with foundations (or coaching principals to build these relationships).
- Assist the Development Director in working with community partners to develop joint proposals.
- Assists in the organization's annual appeal and fundraising opportunities, gratitude follow-ups, and planned giving.
- Support with other grants as needed.
- Attend in-person meetings at least twice a month or as necessary.
- All other duties and responsibilities as assigned by the Executive Director.

Knowledge, Skills and Abilities:

- Knowledge of state and federal guidelines.

- Knowledge and respect of Native American/Alaska Native cultures and peoples
- Experience writing state and federal grants with the ability to tailor grants to meet the rigorous requirements of state, and federal agencies.
- Excellent written and oral communication skills.
- Excellent organizational skills
- Excellent interpersonal and professional skills
- High level of computer literacy skills, including MS Office Suite, Google docs, and grants.gov.
- Ability to meet deadlines and ensure completion of grants on schedule.

Required Qualifications:

- Minimum bachelor's degree in related field; AND 5+ years non-profit grant management experience; OR 10+ years non-profit grant management experience.
- Successful background check.

Note: All positions at the American Indian Services (AIS) support a safe, healthy and drug-free work environment through background checks, AIS maintains a drug & smoke-free environment. This is a general outline of the essential functions of this position and shall not be construed as an all-inclusive description of all work requirements and responsibilities. The employee may be required to perform other job-related duties as requested by the designated work leader(s). All requirements are subject to change over time.

Employment at American Indian Services (AIS) is on an at-will basis, which means that your employment may be terminated by you or AIS at any time, for any reason or for no reason, with or without notice, and without any procedure or formality. The at-will nature of your employment is not affected by any of the guidelines of this Job Description and cannot be modified by any oral promise from any supervisor or by any other writing unless duly executed by the employee and the Chair of the Board of Directors. AIS reserves the right to change, replace, withdraw, or deviate from any of the guidelines contained in this Job Description without prior notice.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, pregnancy or pregnancy-related related conditions, age (40 and over), or any other characteristic protected by applicable federal, state or local laws.

Signature

Date

Printed Name