



FIRST NATIONS DEVELOPMENT INSTITUTE

Position Description: Lead Grants Officer

Position Title:	Lead Grants Officer
Reports To:	Vice President of Grantmaking
Job Level:	Exempt
Supervises:	N/A
Closing date:	Open until filled

POSITION SUMMARY

The Lead Grants Officer plays an essential role in all of First Nations' grantmaking activities as well as assisting program officers with oversight of community grant partners. Primary responsibilities include overseeing the administration and implementation of First Nations' grantmaking activities, managing First Nations' grantmaking database, and working with program officers and others to ensure First Nations' programs are following policies, procedures and best practices in all aspects of grantmaking.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Monitors and implements grantmaking activities, policies and procedures.
- Works closely with First Nations' program officers and community partners to ensure proper grant reporting and compliance.
- Oversees the First Nations grantmaking database (GIFTS Online).
- Responsible for data management, development of grant-status reports, monitoring incoming grantee progress reports, grant payments, grant-proposal submissions and overall user interface with the First Nations' grantmaking system.
- Works closely with First Nations' program officers and the finance department to ensure accurate accounting of the grantmaking program.
- Provides technical assistance and troubleshoots user issues with the online grantmaking system.
- Works with the vice president to lead efforts to make process improvements in the grantmaking program.
- Works independently to ensure the grantmaking program is in compliance with best practices and existing policies and procedures, while also ensuring First Nations' grantmaking program is responsive to organizational and user needs.
- Implements grantmaking processes, and works with program officers and grant-selection committees, from selection and review meetings, in setting up reporting requirements and payments for new grants and other programmatic needs.
- Provides reports, responds to database inquiries, and generates grant histories as requested.
- Participates in annual financial audits as necessary.
- Trains staff on grant procedures and processes.
- Prepares and presents Board materials and responds to Board inquiries.

- Communicates First Nations' grantmaking policies to grantees and grant applicants.
- Organizes and plans convenings, annual conferences and site visits as necessary.
- Develops internal and external peer networks.

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Minimum of three years of relevant experience (e.g. database management, experience in a nonprofit organization and/or as a program officer/ grantmaker/grantseeker).
- Knowledge of nonprofit grantmaking and practices.
- Strong written and verbal communication skills.
- Strong customer-service orientation.
- Competent self-starter who will take initiative and work independently.
- Excellent interpersonal, communication and organizational skills.
- Strong administrative ability and attention to detail.
- Ability to organize and meet deadlines for a wide variety of job assignments simultaneously, with minimum supervision.
- Strong computer skills, including but not limited to MS Office, Excel and PowerPoint.
- Knowledge of cloud-based database systems.
- Positive attitude, good people skills and the ability to work closely with people at all levels of experience and proficiency.
- Demonstrated teamwork.
- Minimal travel.
- Sense of humor and grace under pressure.

PREFERRED QUALIFICATIONS

- Master's degree.
- Three to six years of relevant database experience.
- Experience in grants management, including legal requirements for re-granting activities.
- Familiarity with grants-management software, Blackbaud Grantmaking (GIFTS Online) preferred.
- Demonstrated experience working with diverse cultures and specific experience with American Indian communities and cultures desired.

MEASURES of SUCCESS

1. Project timelines and expectations are met.
2. Work and performance are aligned with First Nations' guiding principles and values.
3. Evaluations represent expected outcomes.
4. Positive feedback from supervisor on quality and timeliness of work.
5. Teamwork and collaborations with colleagues.
6. Successfully manages grantmaking database.
7. Successfully works with program officers and various users to implement grantmaking processes, policies and procedures.

TO APPLY:

Submit a cover letter, resume and three references to HumanResources@firstnations.org. Please note "Lead Grants Officer" in the email subject line.