



Honoring Indigenous Knowledge

40TH ANNIVERSARY OF FIRST NATIONS DEVELOPMENT INSTITUTE

Position Title:	Grants Development Officer
Reports to:	Vice President, Development
Job Level:	Exempt
Supervises:	N/A

First Nations Development Institute (First Nations) is a 40-year-old Native American controlled nonprofit organization whose mission is to strengthen American Indian economies to support healthy Native communities. We invest in and create innovative institutions and models that strengthen asset control and support economic development for American Indian people and their communities.

The Grants Development Officer is responsible for coordinating the development team. This includes the administrative management of grant submissions and the coordinating of reporting of grants to First Nations supporters. The Grants Development Officer provides critical backup for processing entry of donations from individuals, third-party processors, donor-advised funds, etc. The Grants Development Officer also works with development staff on appeals and strategy.

The Grants Development Officer reports to the Vice President of Development and works in close collaboration with First Nations resource development staff, program staff and finance staff.

The Grants Development Officer can be based in either the First Nations' Longmont or Albuquerque office. The safety of our staff is of primary importance, and currently First Nations staff are working from home in response to the COVID-19 pandemic. We are monitoring and following federal, state and local public health guidance and, as of now, employees are expected to be able to report to our offices when deemed safe.

ESSENTIAL FUNCTION/RESPONSIBILITIES

- Develop and maintain systems for tracking status and deadlines of all funding applications, renewals and reports for government, private funders and other First Nations supporters.
- Have excellent database management skills. This includes the ability to monitor grant income and programmatic goals and regularly report progress to program staff and First Nations leadership.
- Facilitate intra-organizational cooperation for grant applications and the submission process. This includes coordination of teams during funding request cycles, and development of concept papers and other grant materials necessary for submission.
- Work with program and finance teams to develop proposal budgets and submit proposals to First Nations supporters.
- Provide outstanding stewardship for foundation and corporate funders ensuring reports, other updates and requests are completed on or before the due dates.
- Be responsible for management of grants received, which includes entering and managing grants in Raiser's Edge, logging relevant communications and maintaining relevant grant documentation.
- Provide backup for processing entry of donations from individuals, third-party processors, and donor-advised funds, etc.
- Collaboratively coordinate monthly reports to donors.
- Monitor RFPs from industry sources for potential funding opportunities.

- Work with development staff on donor appeals and donation page management.
- Coordinate with the finance staff to ensure that revenue is allocated to the correct program areas.

MINIMUM REQUIREMENTS

- Bachelor's degree
- Minimum of five years' experience with grants management and resource development
- In-depth computer knowledge of Windows OS and Microsoft Office Suite
- Strong written and verbal communication skills and excellent interpersonal, communication and organizational skills
- Competent self-starter who is a doer, who takes initiative and who is able to work independently. Ability to organize and meet deadlines for a wide variety of job assignments simultaneously, with minimal supervision
- Demonstrated skill in grant financial management, including budget preparation for contracts and grants and problem solving
- Analytical skills to review and interpret proposals, reports and other documents and formulate appropriate responses and resolve problems
- Strong attention to detail and administrative ability
- Customer service oriented
- Positive attitude and the ability to work closely with people at all levels of experience and proficiency

Please note, this job description is not designed to cover or contain a comprehensive listing of activities. First Nation is a collaborative organization that relies on teamwork.

PREFERRED REQUIREMENTS

- Familiarity with Raiser's Edge/RENXT
- Knowledge of nonprofit organizations and practices and familiarity of Tribal Nations
- Willingness to learn

BENEFITS

Employer matched 403b Retirement Plan; Employer health insurance contribution; Health benefits package; Flexible Spending Plan; Paid Time Off; Holidays

SALARY RANGE

\$60,000 to \$70,000

TO APPLY

Submit a cover letter, resume and 3 references to HumanResources@firstnations.org. Please note Grants Development Officer in the title of the email.