



FIRST NATIONS DEVELOPMENT INSTITUTE

Position Title:	Grants Officer
Reports To:	Vice President – Grantmaking, Development & Communications
Job Level:	Exempt
Supervises:	Grant & Program Associate
Job Location:	Longmont

First Nations Development Institute (First Nations) is a 41-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 Officer plays an essential role in all 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.

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. Proof of completion of a satisfactory reference and documentation of COVID-19 vaccination is required.

ESSENTIAL FUNCTION/RESPONSIBILITIES

- Define, direct and maintain First Nations' grants process including structure of grants
- Formulate and implement policies and procedures
- Set up reporting requirements and payments for new grants
- Maintain payment schedules and monitor grant balances and requirements
- Facilitate post-award grant efforts, including processing grantee requirements and grant payments
- Create and edit online reports and applications
- Ensure legal compliance across First Nations' grantmaking functions
- Work with leadership and programs teams in the selection of grantees
- Identify grantees with capabilities for additional or new projects
- Monitor grant-funded projects to ensure proper grant reporting and compliance
- Provide assistance and support to grantees and applicants using online system
- Provide reports and respond to inquiries and grants histories as requested
- Communicate grantmaking status internally with program, finance and communications teams
- Train staff on grant procedures and processes
- Prepare and present Board materials and respond to Board inquiries
- Communicate First Nations' grantmaking policies to grantees and grant applicants
- Maintain records, files, reports, and databases pertinent to grantmaking



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MINIMUM REQUIREMENTS

- Bachelor's degree
- Minimum of three years of relevant experience (e.g. database management, experience working with a nonprofit organization or as a program officer/grantmaker/grantseeker)
- Knowledge of grantmaking and practices
- Basic understanding of IRS and First Nations-specific regulations
- Knowledge of cloud-based database systems
- 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 customer service orientation
- Strong computer skills, including but not limited to MS Office, Excel and PowerPoint
- Positive attitude, good people skills and the ability to work closely with people at all levels of experience and proficiency
- Demonstrated teamwork
- Minimal travel

PREFERRED REQUIREMENTS

- Master's degree
- Three to seven years of relevant experience in grantmaking
- Experience in grants management or using Blackbaud Grantmaking
- Demonstrated experience working with diverse cultures and specific experience with American Indian communities and culture

MEASURES OF SUCCESS

- Project timelines and expectations are met
- Work and performance are aligned with First Nations' guiding principles and values
- Compliance with regulatory and financial requirements
- Teamwork and collaboration with First Nations' employees
- Successful management of grantmaking database
- Successful work with program officers and various users to implement grantmaking processes, policies, and procedures

BENEFITS

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



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SALARY RANGE

\$55,000 - \$62,999

TO APPLY

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