



FIRST NATIONS DEVELOPMENT INSTITUTE

Position Title: Grants Development Officer
Reports To: Senior Grants Development Officer
Job Level: Exempt
Supervises: None
Date Reviewed: January 2023

POSITION SUMMARY

First Nations Development Institute (First Nations) is a 42-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 (GDO) supports First Nations' development team in identifying and securing opportunities by coordinating grant writing; providing data and reports to support prospect research; managing the grant management process for federal and private grant opportunities; coordinating report writing with Program Officers or grant contractor; monitoring development activities and goal attainment; and identifying potential new funding sources. The GDO reports to the Senior Grants Development Officer and works in close collaboration with First Nations' development, finance, program, and administrative staff.

This position will be based in First Nations' Longmont or Albuquerque office. Remote employment may be considered based on circumstances.

ESSENTIAL FUNCTION/RESPONSIBILITIES

- Develop and maintain systems for tracking status and deadlines of all funding applications, renewals and reports to individuals, corporations, foundations, and other First Nations supporters
- Manage the proposal development process, including assisting with budgets, reviewing proposals, and providing supporting documents in coordination with leadership and program staff, and submitting proposals to First Nations supporters
- 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
- Provide outstanding stewardship for foundation and corporate funders ensuring reports, other updates and requests are completed on or before the due dates
- Manage grants received, which includes entering and managing grants in Raiser's Edge, logging relevant communications, and maintaining relevant grant documentation
- Provide excellent database management, including monitoring grant income and programmatic goals and regularly reporting progress to program staff and First Nations leadership
- Ensure proper and complete documentation of organization's institutional fundraising activities; Work with staff to comply with funder's terms and conditions, including notifying staff of pending due dates and reporting requirements



FIRST NATIONS DEVELOPMENT INSTITUTE

- Work with the development team to create annual goals, strategies, and tactics to increase funding and expand revenue streams
- Work with finance staff to reconcile grant payments
- Assist in donor campaigns as needed
- Provide donation entry support as needed during high-volume periods
- Perform other duties as assigned

MINIMUM REQUIREMENTS:

- BA/BS degree
- Analytical skills to review and interpret proposals, reports and other documents and formulate appropriate responses and resolve issues
- Previous experience with non-profit fundraising
- Experience working in deadline-driven environments
- Knowledge of fundraising information sources
- Experience with proposal writing and institutional donors
- Knowledge of basic fundraising techniques and strategies
- Ability to organize and meet deadlines for a wide variety of job assignments simultaneously, with minimum supervision
- Strong written and verbal communication skills and excellent interpersonal, communication, and organizational skills
- Competent self-starter who will take initiative and work independently
- Excellent project management and time management skills
- Customer service oriented; Willing to support a variety of constituents
- Strong attention to detail and administrative ability
- Minimal travel required
- Positive attitude, good people skills and the ability to work closely with people at all levels of experience and proficiency
- Teamwork and ability to work well with others
- Good judgment, resourcefulness and ability to problem-solve, troubleshoot and follow projects through to completion

IT-SPECIFIC REQUIREMENTS

- Strong computer skills, including but not limited to, MS Office (including the use of templates and document formatting), Excel (including the use of sophisticated Excel formulas and macros) and Power Point
- Ability to translate user requirements into data management and reporting specifications
- Experience with using database(s) to manage projects and activities; Preferred experience in Raiser's Edge/RENXT platform and Airtable

PREFERRED REQUIREMENTS

- Prospecting research experience
- Grant writing and grant management experience
- In-depth technical knowledge of Raiser's Edge/RENXT platform and Airtable



FIRST NATIONS DEVELOPMENT INSTITUTE

- Knowledge of and/or familiarity with tribal nations
- Sophisticated nonprofit fund and federal grant accounting and management experience

MEASURES OF SUCCESS

- Proposals and reports are submitted on time and are complete and accurate
- Quality tracking and monitoring of First Nations' fundraising grant system
- Teamwork, good communication and collaboration with all colleagues

EMPLOYEE BENEFITS & PERKS

First Nations provides a number of employee benefits which include:

- Health insurance with First Nations' contribution that includes vision and dental
- Employee life insurance with optional supplemental insurance for self and immediate family
- 403b Retirement Plan with up to 3% employee salary match by First Nations
- Flexible Spending Account
- 14 paid holidays per year
- Paid time off from December 25 through January 1 each year during office closure
- 32-hour work week (Monday-Thursday) and paid vacation time starting at 80 hours per year
- Paid sick days for illness or to tend to immediate family health needs

Employee perks include:

- Flexible work schedules
- Professional development opportunities
- Learning environment
- Opportunities for advancement
- Fun and friendly environment

SALARY RANGE

\$55,000 – \$63,000

TO APPLY

Submit a cover letter, resume and three references to HumanResources@firstnations.org.

Please note Grants Development Officer in the title of the email.