POSITION SUMMARY
First Nations Development Institute (First Nations) is a 43-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 Assistant works with the development team in the areas of philanthropic support, institutional giving, and grant management (preparation, tracking, reporting, and storage of grant-related materials). The assistant reports to the Associate Director of Institutional Development and will work in close collaboration with the Grants Development Officer and First Nations’ staff. This is an ideal position for someone seeking to gain broad skills in nonprofit development.

ESSENTIAL FUNCTION/RESPONSIBILITIES
Grant Management (40%)
- Assist with information gathering and compilation for grant applications.
- Assist in prospect research and help compile information as needed for grants.
- Assist with monitoring grants so that goals are met and compliance with deadlines, follow-up requirements, record-keeping, and documenting information is assured.
- Track interim and final grant report due dates. Log grant information and update demographics in various grant database platforms (e.g., Raiser’s Edge and Airtable).
- Assist the development team to comply with funders’ terms and conditions, including notifying staff of pending due dates and reporting requirements.

Administrative (60%)
- Conduct data entry and maintain database records.
- Assist with general office duties (e.g., answering phone calls, responding to emails and mailings).
- Assist in proofreading and editing materials (e.g., letters, proposals, budgets, reports).
- Generate special acknowledgement letters to funders in a timely manner.
- Collaborate with staff members to ensure the smooth operation of the department.
- Attend professional development opportunities to stay informed about grant funding trends, regulations, and best practices.
- Assist with monthly development reports and special development projects.
- Attend internal and external meetings and take minutes, as needed.
- Provide updates to the Grants Management Training Manual.
- Organize and schedule meetings, as needed.
- Assist the development team to create annual goals, strategies, and tactics to increase funding and expand revenue streams
- Provide donation entry support as needed during high-volume periods.
Perform other duties as assigned.

MINIMUM REQUIREMENTS
- Bachelor’s degree
- Analytical skills to review grants and formulate requirements
- 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 staff members and constituents
- Strong attention to detail and administrative ability
- 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
- Minimal travel required
- Proof of current COVID-19 vaccination and boosters

PREFERRED REQUIREMENTS
- Previous experience with non-profit fundraising.
- Strong computer skills, including but not limited to, MS Office (including the use of templates and document formatting), Excel and Power Point.
- Experience with using database(s) to manage projects and activities; Preferred experience in Raiser’s Edge/RENXT platform and Airtable.
- Nonprofit experience, prospecting research experience and grant management experience.
- Knowledge of and/or familiarity with tribal nations and/or Native organizations.

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 (Mon-Thurs) and paid vacation time starting at 64 hours per year
- Paid sick days for illness or to tend to immediate family health needs

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Employee perks include:
• Flexible work schedules
• Professional development and learning opportunities
• Collaborative and fun work environment
• Opportunities for advancement

**SALARY RANGE**
$45,000 to $55,000

**TO APPLY**
Complete the employment application form for Grants Development Assistant by clicking on the link below:
https://airtable.com/appwvoxldfsTBttiR/shrEbcBRaDK6Aur1x

The application also requires applicant to upload resume and list of three references.