

# FIRST NATIONS

## DEVELOPMENT INSTITUTE

### GRANTMAKING ASSOCIATE – JOB DESCRIPTION

**Position Title:** Grantmaking Associate  
**Reports To:** Associate Director of Grantmaking  
**Job Level:** Exempt  
**Location:** Longmont, CO, Office or Albuquerque, NM, Office  
**Supervises:** N/A  
**Date Reviewed:** February 2017 / Revised January 2, 2024

### FIRST NATIONS DEVELOPMENT INSTITUTE: MISSION & GRANTMAKING

First Nations Development Institute (First Nations) is a 43-year-old Native American-controlled nonprofit organization whose mission is to strengthen Native American economies to support healthy Native communities. We invest in and create innovative institutions and models that strengthen asset control and support economic development for Native American people and their communities.

First Nations began its national grantmaking program in 1993. Through mid-year 2023, we have successfully managed 3,052 grants totaling \$64.7 million to Native American projects and organizations in 45 states, the District of Columbia, and U.S. Territory American Samoa.

---

### POSITION SUMMARY

The **Grantmaking Associate** plays an integral role in supporting the Grantmaking team in managing and maintaining First Nations' grantmaking database and supporting the effective day-to-day functioning of First Nations' extensive grantmaking pipeline and processes. The **Grantmaking Associate** is primarily responsible for:

- Conducting grantmaking data entry, payment processing, and maintaining records;
- Supporting grantmaking cycles from start to end under close supervision from the Associate Director of Grantmaking and Grantmaking Officers;
- With direction from the Associate Director of Grantmaking and Grantmaking Officers, providing program staff, applicants, and grantees with database research and technical assistance; and
- Supporting the Grantmaking team's efforts to ensure: 1) quality control of First Nations' grantmaking system and outputs through adherence to First Nations' Grantmaking Policies and Procedures, and 2) that grantmaking documents, records, and procedures are executed on schedule and consistent with best practices.

---

### ESSENTIAL JOB DUTIES

Essential job duties are performed in adherence to First Nations' standards, policies, and procedures, and to local, state, and federal laws and regulations. Reasonable accommodations may be made, if requested, to enable individuals with disabilities to perform the essential functions of the job.

# FIRST NATIONS

## DEVELOPMENT INSTITUTE

This job description is not designed to cover or contain a comprehensive listing of job duties. First Nations is a collaborative organization that relies on teamwork. Other job duties may be assigned as needed.

### MANDATORY COVID-19 VACCINATION

First Nations requires all staff to be fully vaccinated against COVID-19. First Nations follows the Centers for Disease Control's (CDC) [COVID-19 vaccination recommendations](#). The selected candidate must provide proof of full vaccination against COVID-19 prior to hiring by submitting vaccine documentation to Simone Klein at [sklein@firstnations.org](mailto:sklein@firstnations.org).

---

### GRANTMAKING COORDINATION, IMPLEMENTATION, AND KNOWLEDGE SHARING

**Grantmaking Administration:** With direction from the Associate Director of Grantmaking and Grantmaking Officers, the **Grantmaking Associate** coordinates and supports First Nations' grantmaking system including:

- Assisting in the coordination of grantmaking cycles from start to end with attention to:
  - Developing grant applications and RFPs in close collaboration with Program staff;
  - Closing application periods;
  - Coordinating grant reviews;
  - Supporting the grant review and final selection process in close collaboration with the Grantmaking, Program, and Leadership teams;
  - Supporting the grant agreement and grantee payment process; and
  - Setting up and monitoring grantee payment schedules and reporting requirements.
- Communicating grantmaking deadlines and the status of grant agreements and payments to Program, Finance, and Communications staff;
- Communicating upcoming and/or past due grantee reporting requirements to grantees in close collaboration with Program staff;
- Providing strong, solutions-oriented customer service to grantees and grant applicants, including:
  - Promptly responding to requests from grantees and grant applicants using First Nations' online grantmaking system, and
  - Communicating First Nations' grantmaking policies.
- Managing the grantmaking calendar; and
- Supporting efforts across departments to ensure that grantmaking requirements are met.

**Grantmaking Database:** Under the guidance of the Associate Director of Grantmaking and Grantmaking Officers, the **Grantmaking Associate** ensures the integrity of First Nations' grantmaking database by conducting timely and reliable data entry, maintaining up-to-date grant records, and generating regular reports, all with an eye on quality control. This position will support the Grantmaking team in responding to grantmaking-related requests and generating necessary reports during First Nations' annual financial audit.

**Grantmaking Policies and Procedures:** The **Grantmaking Associate** supports the Grantmaking team and Program Directors to review, formulate, update, and implement First Nations' grantmaking policies and procedures. This position supports the Grantmaking team in monitoring grantmaking best practices and

# FIRST NATIONS

## DEVELOPMENT INSTITUTE

trends with an eye to improving First Nations' grantmaking efforts and support of Native organizations and tribal programs.

---

### SUBJECT MATTER TRAINING & STAFF PROFESSIONAL DEVELOPMENT

Under the guidance of the Associate Director of Grantmaking, the **Grantmaking Associate** is committed to maximizing training and professional development opportunities afforded by First Nations by:

- Identifying and advocating for training needed to effectively and efficiently carry out the job duties of this position;
- Developing an annual individual training and professional development plan and related timeline; and
- Setting specific and measurable performance goals annually.

---

### WORKPLACE CULTURE

The **Grantmaking Associate** is committed to:

- Modeling First Nations' [Core Values and Guiding Principles](#) and organizational vision and mission;
- Serving First Nations' community partners with an eye to customer service;
- Contributing positively to a diverse, equitable, and inclusive work environment where team members experience a sense of belonging; and
- Finding ways to integrate First Nations' [Core Values and Guiding Principles](#) into meetings and conversations with team members and colleagues.

---

### EDUCATION AND EXPERIENCE

#### *Minimum Requirements*

- Associate's Degree
- 1+ years of relevant experience in a Data Entry or Accounting Assistant position
- Strong computer skills, including MS Outlook and Office applications (Excel, PowerPoint, and Word)

#### *Preferred Requirements*

- 2+ years relevant experience in grantmaking
- Blackbaud BBGM software experience
- Fluxx software experience
- Experience with, and knowledge of, nonprofit organizations and best practices
- Knowledge of and familiarity with Tribal Sovereignty and the historical and contemporary legal development and workings/status of Tribal Nations (highly desirable)
- Demonstrated experience working with diverse cultures/audiences, and specific experience with American Indian, Alaska Native, and/or Native Hawaiian communities and cultures

### KNOWLEDGE AND SKILL REQUIREMENTS

- Comfortable learning new software and databases
- Excellent customer service and interpersonal skills
- Strong written, verbal, and listening communication skills

# FIRST NATIONS

## DEVELOPMENT INSTITUTE

- Positive attitude and effective in working with people at all levels of experience/proficiency
- Demonstrated ability to work in a team environment
- Competent self-starter who takes initiative and works independently
- Strong administrative ability with keen attention to detail
- Ability to organize, prioritize, and manage multiple projects, and work under pressure to meet deadlines on multiple job assignments
- Strong analytical and problem-solving skills

### MEASURES OF SUCCESS

1. Supports each step of grantmaking cycles from start to end under direction from the Grantmaking team
2. Conducts timely, consistent, and accurate data entry
3. Maintains up-to-date and accurate grantmaking records
4. Generates timely and accurate grantmaking reports
5. Provides program staff, applicants, and grantees with database research and technical assistance
6. Complies with all First Nations' standards, policies, and procedures
7. Demonstrates teamwork and collaboration with all colleagues

### PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Regular computer use throughout the day, ability to sit for lengthy periods of time
- Stand and walk for periods of time up to one hour during an 8-10 hour day
- Talk, see, and hear to interact with leadership, staff and associates
- Noise in the work environment is usually moderate
- Lift, push, pull, carry various objects of 1-10 pounds on occasion
- Ability to travel occasionally
- Hybrid work schedule possible after first 30 days of employment (two days in office, two days at home)

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

---

### EMPLOYEE BENEFITS

First Nations provides competitive employee benefits that include:

- Health Insurance with First Nations' contribution that includes vision and dental
- Employee life insurance with optional supplemental insurance for self/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 to January 1 each year during office closure
- 32-hour work week (Monday-Thursday); paid vacation time starting at 64 hours per year
- Paid sick leave, 64 hours annually, for illness or to tend to immediate family health needs

# FIRST NATIONS

## DEVELOPMENT INSTITUTE

Employee perks include:

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

**The salary range for this position is \$47,000 to \$62,000 annually.**

---

### TO APPLY FOR THIS POSITION

Please complete the job application form at: <https://bit.ly/WorkforFirstNations>.

You will be asked to upload your cover letter, resume, and three references in the job application.

**We appreciate your interest in this open position at First Nations and look forward to reviewing your cover letter and resume.**

First Nations Development Institute is an Equal Opportunity Employer.