

FIRST NATIONS

DEVELOPMENT INSTITUTE

LEAD GRANTMAKING OFFICER – JOB DESCRIPTION

Position Title: Lead Grantmaking Officer
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 **Lead Grantmaking Officer** plays an integral role 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 **Lead Grantmaking Officer** is primarily responsible for:

- Supervising 1-2 Grantmaking Officers and/or Grantmaking Associates;
- Leading grantmaking cycles from start to end in collaboration with the Grantmaking team and Program staff;
- Overseeing and conducting grantmaking data entry, record maintenance, and report generation;
- Leading database research and related technical assistance for staff, grant applicants, and grantees;
- Working closely with the Associate Director of Grantmaking to maintain updated Grantmaking Policies and Procedures that align with First Nations' Core Values and Guiding Principles, support First Nations' grantmaking strategies in Indian Country, and meet industry best practices;
- Regularly developing and leading grantmaking trainings for staff on policies and procedures; and
- Working closely with the Associate Director of Grantmaking to ensure: 1) quality control of First Nations' grantmaking system and outputs through adherence to First Nations' Grantmaking Policies and Procedures; 2) that grantmaking documents, records, and procedures are executed on schedule and consistent with best practices; and 3) close collaboration with First Nations' Finance Department in responding to grantmaking-related requests during First Nations' annual financial audit.

FIRST NATIONS

DEVELOPMENT INSTITUTE

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.

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.

GRANTMAKING COORDINATION, IMPLEMENTATION, AND KNOWLEDGE SHARING

Grantmaking Administration. With the Associate Director of Grantmaking and key staff, the **Lead Grantmaking Officer** administers First Nations' grantmaking system including:

- Leading 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;
 - Preparing for and leading the grant review and final selection process in close collaboration with the Grantmaking, Program, and Leadership teams;
 - Setting up 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 open grantmaking cycles to Program, Finance, and Communications staff;
- Communicating upcoming and/or past due grantee reporting requirements to grantees in close collaboration with Program staff;
- Supporting efforts across departments to ensure that grantmaking requirements are met;
- 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;
 - Communicating First Nations' grantmaking policies; and
 - Ensuring the [Grantseeker Resources](#) found on [First Nations' website](#) are up to date and regularly promoted to grantees and grant applicants.

FIRST NATIONS

DEVELOPMENT INSTITUTE

Grantmaking Database. Working with the Associate Director of Grantmaking, the **Lead Grantmaking Officer** ensures the integrity of First Nations grantmaking database by leading and 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 works closely with First Nations' Finance Department in responding to grantmaking-related requests and generating necessary reports during First Nations' annual financial audit.

Grantmaking Policies and Procedures. The **Lead Grantmaking Officer** collaborates with the Associate Director of Grantmaking and Program Directors to review, formulate, update, and implement First Nations' Grantmaking Policies and Procedures. This position supports the Associate Director of Grantmaking in monitoring grantmaking best practices and trends with an eye to improving First Nations' grantmaking system, strengthening First Nations' grantmaking strategies in Indian Country, and supporting Native organizations and tribal programs through grantmaking.

SUBJECT MATTER TRAINING & STAFF PROFESSIONAL DEVELOPMENT

Under the guidance of the Associate Director of Grantmaking, the **Lead Grantmaking Officer** 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 **Lead Grantmaking Officer** job duties;
- Developing an annual individual training and professional development plan and related timeline; and
- Setting specific and measurable performance goals annually.

WORKPLACE CULTURE

The **Lead Grantmaking Officer** 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

- Bachelor's Degree
- 2+ years of relevant experience in a Grantmaking or Program Officer position
- Strong computer skills, including MS Outlook and Office applications (Excel, PowerPoint, and Word) and selected grants management and project management software

Preferred Requirements

- 5 years of relevant experience in grantmaking
- Experience with, and knowledge of, nonprofit organizations and best practices

FIRST NATIONS

DEVELOPMENT INSTITUTE

- 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
- 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 analytical and problem-solving skills
- Strong administrative ability with consistent and keen attention to detail
- Ability to organize, prioritize, and manage multiple projects, and work under pressure to meet deadlines on multiple job assignments
- Skilled in presenting to and facilitating meetings in business or conference settings

MEASURES OF SUCCESS

1. Effective supervision of up to two Grantmaking Officers and/or Grantmaking Associates that leads to increased skills, capacity, and knowledge for team members; this position ensures that direct reports receive:
 - a. Frequent feedback and appropriate coaching
 - b. Annual performance evaluation
2. Progress on identified training and development
3. Manages grantmaking cycles from start to end
4. Conducts consistent and accurate data entry
5. Maintains up-to-date and accurate grantmaking records
6. Generates timely and accurate grantmaking reports
7. Provides program staff, applicants and grantees with database research and technical assistance
8. Reviews grantmaking policies and procedures for needed improvements and implements changes
9. Complies with all First Nations' standards, policies, and procedures
10. 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

FIRST NATIONS

DEVELOPMENT INSTITUTE

- Noise in the work environment is usually moderate
- Lift, push, pull, and 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

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 \$64,000 to \$80,000 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.