

FIRST NATIONS

DEVELOPMENT INSTITUTE

Position Title: Lead Grants Development Officer
Reports To: Associate Director of Institutional Development
Job Level: Full-time/Exempt
Supervises: N/A

POSITION SUMMARY

First Nations Development Institute (First Nations) is a 44-year-old Native American-controlled nonprofit organization whose mission is to uplift and sustain the lifeways and economies of Native communities through advocacy, financial support, and knowledge sharing.

The Grants Development Officer position supports project management responsibilities for federal grants and contracts. This position is responsible for assisting with proposal writing for federal grants, contracts and applications; serving as a grants and contract subject matter expert for internal and external stakeholders; and assisting with pre- and post-grant award activities, including grant compliance, audits, data collection, submittal of project reports, and evaluation of program deliverables.

This position assists in the development of internal procedures for First Nations' Operating Procedures for Federal Grant Awards, OMB Uniform Guidance, and other federal grant- and contract-specific requirements. Critical thinking, problem-solving, flexibility and collaboration, coupled with grants administration and management expertise, are essential and required. The position will work collaboratively with First Nations' staff and with external partners such as Native organizations, tribes, federal agencies, consultants, and other partners.

The position will be based in either First Nations' Longmont, CO, office or Albuquerque, NM, office.

ESSENTIAL FUNCTION/RESPONSIBILITIES

- In collaboration with the program staff and development team, lead the project and management of federal grant pre-award responsibilities, including convening and leading proposal writing teams, for the purpose of writing and submitting federal proposals and contracts in a timely manner
- Lead pre- and post-award activities, including grant prospecting for new federal funding opportunities; developing and supporting relationship management of current and potential partners; working with First Nations' departments to develop federal grant and contract materials; obtain, analyze, and submit statistical report data; and provide coaching, advisement, support, and training on federal grant and contract administration activities related to program services
- Oversee federal grant and contract partners and conduct post-award grant activities, including analyzing contracts, and grant, contract, and cooperative agreements, to ensure alignment with scope of work, and scheduling internal and external meetings that may be required to manage the grant or contract award, from project opening to project closure

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- As a federal grants and contracts management expert, attend biweekly grantee partnership meetings with program teams to support programmatic compliance and operations and to provide advice on federal grant-related compliance for program delivery
- Work with the development, program, and finance teams to develop and submit monthly, quarterly and semi-annual narrative and financial reports to project leads and funders
- Provide a monthly analysis of statistical program data to internal stakeholders; assess compliance of monthly, quarterly and semi-annual program reports, including developing a report calendar that maintains an analysis of timely submissions, complete and accurate data submission, and supporting documentation and project performance
- Conduct federal subrecipient program monitoring activities for First Nations' subrecipient partners, including developing corrective action plans, as needed, and performing follow-up activities to ensure corrective actions were implemented; assist the finance team with preparation for internal and external federal grant audits, as appropriate
- In conjunction with finance staff, analyze project performance against financial expenditures to ensure program is on track; work closely with finance staff in completing and submitting federal financial documentation; manage federal website logins; respond to special requests; attend meetings and webinars related to First Nations' federal projects; and assist with the development of budgets and budget narratives
- Work with First Nations' departments to perform grant closeout responsibilities, including ensuring that unused grant funds are returned and programmatic and financial final/project close-out reports are submitted
- Assist the Associate Director of Institutional Development in monitoring First Nations' program delivery relative to compliance with federal regulations and recommend actions necessary to resolve issues/concerns
- Assist the Associate Director of Institutional Development in building the federal grants and contracts infrastructure, including developing operating procedures and training internal staff after infrastructure and processes are established
- Perform other duties as assigned

MINIMUM REQUIREMENTS

- Available to work in an office setting at minimum two days per week
- Proof of documentation of COVID-19 vaccination
- Minimum five years of experience in federal grants and contracts management including proposal (grant) writing, program monitoring, and budget development
- Applicable experience in nonprofit governance, administration, federal grants/contracts management, and compliance
- Project management, critical thinking skills, and flexibility
- Ability to function effectively in a multi-functional, fast-paced work environment

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- Ability to develop and maintain positive working relationships with First Nations' leadership and staff, grantee partners, funding agencies, and other organizations
- Ability to communicate in an open and clear manner with staff, supervisors/managers, grant partners, applicants, and funding agencies
- Ability to maintain confidentiality regarding organizational and grantee information
- Expert research, data management, and statistical analysis skills
- Detail oriented with excellent verbal, written, and interpersonal communication skills
- Familiar with Microsoft Office Applications, proficiency in Excel and Word
- Ability to work independently and collaboratively to accomplish responsibilities, goals, and projects
- Ability to work in a deadline-driven environment, managing multiple projects simultaneously with high degree of accuracy and attention to detail
- Strong problem-solving and analytical skills
- High ethical standards, discretion, and confidentiality in working with funder information
- Passion for the organization's mission and advancing racial and economic justice
- Understanding of Tribal Sovereignty

PREFERRED REQUIREMENTS (in addition to MINIMUM REQUIREMENTS)

- At least 5+ years of experience of federal award compliance
- Robust knowledge of the uniform guidance code of federal regulations
- Familiarity with navigating federal awarding systems such as SAM.gov, ASAP, Grants.gov and GrantSolutions
- Experience using project management tools (e.g., Airtable, Raiser's Edge)
- Experience working with federal agencies (e.g., USDA, Forest Service)
- Demonstrated experience working with diverse cultures and specific experience with Native communities and culture
- Ability to translate and communicate complex compliance issues and policies into digestible guidance and training
- Strong project management skills, communications coordination, and time and task management
- Knowledge of nonprofit organizations and practices and familiarity with Tribal Nations
- Positive attitude and the ability to work closely with people at all levels of experience and proficiency
- Willingness to learn

MEASURES OF SUCCESS

- Federal 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 staff and stakeholders
- Effective coaching, advisement, support, and training on federal grant and contract administration activities related to program services

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EMPLOYEE BENEFITS (SUBJECT TO CHANGE FOR PART-TIME EMPLOYEES)

- First Nations' health insurance contribution that could provide full coverage for employee not including family coverage and/or other supplement benefits
- 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 26 to January 1 each year during office closure
- 32-hour work week (Monday-Thursday) and paid vacation time starting at 64 hours per year
- Paid sick days for illness or to tend to immediate family health needs

SALARY RANGE

\$70,000 to \$80,000 annually

Starting salary dependent on experience and skills

TO APPLY

Complete the employee application form by clicking on the link below:

[First Nations Employment Application Form](#)

We appreciate your interest in this position at First Nations and look forward to reviewing your application.

First Nations Development Institute is an Equal Opportunity Employer.