

# FIRST NATIONS DEVELOPMENT INSTITUTE

## LEAD GRANTS DEVELOPMENT OFFICER – JOB DESCRIPTION

**Position Title:** Lead Grants Development Officer  
**Reports To:** Associate Director of Institutional Development  
**Job Level:** Exempt  
**Location:** Longmont, CO, Office or Albuquerque, NM, Office  
**Supervises:** N/A  
**Date Reviewed:** March 2023 / Revised May 2024

### FIRST NATIONS DEVELOPMENT INSTITUTE: MISSION & INSTITUTIONAL DEVELOPMENT

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.

First Nations’ Institutional Development department is a fundraising arm of the Development team that focuses on working with corporations, foundations, tribes, and federal funders. We build new partnerships, strengthen relationships, and provide education and awareness on philanthropy in Indian Country. We nurture trust and responsibility with our funders, supporters, and community partners by exercising transparency, high ethical standards, and accurate and timely communications. We believe in the honor of receiving and the responsibility of giving, and that the connection between both makes all things prosper.

### POSITION SUMMARY

The **Lead Grants Development Officer** position is a new position designed to support project management responsibilities for a new federal grant award as well as provide Institutional Development support. This position involves supporting the management of development activities related to the Community Navigator Project (hereinafter referred to the Project), providing technical assistance and training to communities related to grant management, and assisting the Institutional Development department.

This position will assist with proposal writing for grants, cooperative agreements, contracts and applications; serve as a grants and contract subject matter expert for internal and external stakeholders; and support the Institutional Development team with pre- and post-grant award activities, including grant applications, compliance, audits, data collection, submittal of project reports, and evaluation of program deliverables.

During the Project duration, this position will commit 70% of their time working with Program staff and 30% working with the Institutional Development staff. After completion of the Project, the position will continue to work with the Institutional Development team on federal and/or non-federal pre- and post-

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grant award activities, and at times may continue to provide internal and external technical assistance and training related to grant management. The position requires travel frequency of up to two to three trips a month to provide technical assistance and training. Travel will also be necessary to attend in-person staff and/or funder meetings. The position will be based in either First Nations' Longmont, CO, office or Albuquerque, NM, office.

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### ESSENTIAL JOB DUTIES

- In collaboration with the program staff and development team, manage and track federal grant pre- and post-award responsibilities for the Community Navigator project
- Provide technical assistance, training, coaching, advisement, and support related to grant and contract management activities in-person or through online meetings/webinars
- As a grants and contracts management expert, attend biweekly grantee partnership meetings with program teams to support programmatic compliance and operations and to provide advice and support on grant-related compliance for program delivery
- Manage pre- and post-award activities, including data entry and tracking using grant management databases, grant prospecting for new funding opportunities; developing and supporting relationship management of current and potential partners; working with First Nations' departments to develop grant and contract materials; and obtain, analyze, and submit statistical report data
- Oversee grant and contract partners and conduct post-award grant activities, including analyzing 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
- Work with the development, program, and finance teams to develop and submit monthly, quarterly, and semi-annual narrative and financial reports and updates 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
- 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

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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 grants and contracts infrastructure, including developing operating procedures and training internal staff after infrastructure and processes are established
- Perform other duties as assigned

### 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).

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### JOB TRAINING & PROFESSIONAL DEVELOPMENT

Under the guidance of the Associate Director of Institutional Development, the **Lead Grants Development 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 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.

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### WORKPLACE CULTURE

The **Lead Grants Development Officer** is committed to:

- Modeling First Nations' [Mission, Vision, and Guiding Principles](#);
- 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

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- Finding ways to integrate First Nations' [Mission, Vision, and Guiding Principles](#) into meetings and conversations with team members and colleagues.

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## EDUCATION AND EXPERIENCE

### *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 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
- Ability to develop and maintain positive working relationships with First Nations' leadership and staff, diverse communities, 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, funder, 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
- Must be willing to travel

### *Preferred Requirements*

- At least 5+ years of experience of federal grant administration
- 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

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- Experience using project management tools (e.g., Airtable, Raiser's Edge, Blackbaud)
- Experience working with federal agencies (e.g., USDA, NRCS, Forest Service)
- 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
- Positive attitude and the ability to work closely with people at all levels of experience and proficiency
- 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 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. Proposals and reports are submitted on time and are complete and accurate
2. Quality tracking and monitoring of First Nations' fundraising grant system
3. Teamwork, good communication and collaboration with all staff and stakeholders
4. Effective coaching, advisement, support, technical assistance and training on grant and contract administration activities related to program services
5. Conducts timely, consistent, and accurate data entry
6. Complies with all First Nations' standards, policies, and procedures
7. Demonstrates teamwork and collaboration with all staff and stakeholders

### 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

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- Capable of communicating and interacting with leadership, staff, and associates
- Noise in the work environment is usually moderate
- Lift, push, pull, or carry various objects of 1-10 pounds on occasion
- Availability to travel
- Hybrid work schedule possible after first 30 days of employment (two days in office, two days at home)

First Nations makes every effort to provide reasonable accommodation to staff to perform their essential job functions.

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### EMPLOYEE BENEFITS

First Nations provides competitive employee benefits which 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 \$70,000 to \$80,000 annually.**

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### TO APPLY FOR THIS POSITION

- Complete the job application form at: [First Nations Employment Application Form](#).  
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 application.**

**First Nations Development Institute is an Equal Opportunity Employer.**

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✉ info@firstnations.org

