

FIRST NATIONS

DEVELOPMENT INSTITUTE

GRANTS DEVELOPMENT OFFICER- JOB DESCRIPTION

Position Title:	Grants Development Officer
Reports To:	Senior Program Officer of Institutional Development
Job Level:	Exempt
Location:	Albuquerque, NM or Longmont, CO
Supervises:	N/A
Date Reviewed:	June 1, 2026

POSITION SUMMARY

First Nations Development Institute (First Nations) is a 45-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.

The Grants Development Officer supports First Nations' development team in identifying and securing opportunities by coordinating grant writing; providing data and reports to support prospect research; managing the grant management process for federal and private grant opportunities; coordinating report writing with Program Officers or grant contractor; monitoring development activities and goal attainment; and identifying potential new funding sources. The Grants Development Officer reports to the Senior Program Officer of Institutional Development and works in close collaboration with First Nations' development, finance, program, and administrative staff.

COVID-19 VACCINATION POLICY

First Nations is committed to maintaining a safe and healthy workplace and follows the Centers for Disease Control and Prevention (CDC) [COVID-19 vaccination guidance](#). We reserve the right to request proof of COVID-19 vaccination, and similar vaccines, from candidates and employees as part of the hiring process, in accordance with applicable laws and company policy.

FIRST NATIONS

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ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Essential job duties are performed in adherence to First Nations' standards, policies, and procedures, and to local, State, and Federal laws and regulations.

- Develop and maintain systems for tracking status and deadlines of all funding applications, renewals and reports to individuals, corporations, foundations, and other First Nations' supporters
- Manage the proposal development process, including assisting with budgets, reviewing proposals, and providing supporting documents in coordination with leadership and program staff, and submitting proposals to First Nations supporters
- Facilitate intra-organizational cooperation for grant applications and the submission process. This includes coordination of teams during funding request cycles, and development of concept papers, and other grant materials necessary for submission
- Provide outstanding stewardship for foundation and corporate funders ensuring reports, other updates and requests are completed on or before the due dates
- Manage grants received, which include entering and managing grants in Raiser's Edge, logging relevant communications, and maintaining relevant grant documentation
- Provide excellent database management, including monitoring grant income and programmatic goals and regularly reporting progress to program staff and First Nations leadership
- Ensure proper and complete documentation of organization's institutional fundraising activities; Work with staff to comply with funder's terms and conditions, including notifying staff of pending due dates and reporting requirements
- Work with the development team to create annual goals, strategies, and tactics to increase funding and expand revenue streams
- Support grant development efforts by clearly communicating First Nations' relationships and institutional development work to internal audiences and external funders during meetings, onboarding, and funding engagements
- Partner with finance staff to reconcile grant payments
- Assist in funder campaigns as needed
- Perform other duties as assigned

Job duties listed are not intended to be all-inclusive. Employees may be required to perform other job-related duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree.

FIRST NATIONS

DEVELOPMENT INSTITUTE

- Analytical skills to review and interpret proposals, reports and other documents and formulate appropriate responses and resolve issues
- Demonstrated experience with non-profit fundraising, including proposal development and work with institutional funders
- Knowledge of core fundraising principles, techniques, strategies, and information sources
- Ability to organize and meet deadlines for a wide variety of job assignments simultaneously, with minimum supervision
- Excellent written and verbal communication skills, with the ability to communicate clearly and professionally with diverse internal and external partners
- Demonstrated initiative and ability to work independently as a self-starter, while also collaborating effectively as part of a team
- Sound judgment, resourcefulness, and problem-solving skills, with the ability to troubleshoot issues and manage projects through completion
- Advanced computer proficiency, including, but not limited to, MS Office (including the use of templates and document formatting), Excel (including the use of sophisticated Excel formulas and macros) and PowerPoint
- Experience using databases or data management systems to manage projects and activities
- Ability to translate user requirements into data management and reporting specifications

PREFERRED REQUIREMENTS

- Prospecting research experience
- Grant writing and grant management experience
- In-depth technical knowledge of Raiser's Edge/RENXT platform and Airtable
- Knowledge of and/or familiarity with tribal nations
- Sophisticated nonprofit fund and federal grant accounting and management experience

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.

FIRST NATIONS

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MEASURES OF SUCCESS

1. Proposals and reports are submitted on time, complete, and accurate.
2. Quality tracking and monitoring of First Nations' fundraising grant system.
3. Teamwork, good communication, and collaboration with all colleagues.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Prolonged periods of time sitting at a desk and working on a computer.
- Moderate noise consistent with general office environment.
- Talk, see, and hear to interact with employees and other individuals on a frequent basis.
- Occasional walking, bending, kneeling, stooping, and crawling.
- Lift, push, pull, or carry various objects weighing up to 15 pounds on occasion.
- Availability to travel occasionally.
- Hybrid work schedule may be available after the first 90 days of employment (e.g., two days in office and two days remote)

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
- 9 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

The salary range for this position is \$57,790 to \$81,900 annually. Starting salary is dependent on skills and experience.

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.
- Requests for reasonable accommodation may be directed to First Nations' Human Resources department.

FIRST NATIONS

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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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