



*Kashia Band of Pomo Indians
Of the Stewarts Point Rancheria*

*Kashia Round House
Founded in 1916*

POSITION DESCRIPTION

JOB TITLE: *Grants Coordinator*
Department: **Administration**
SUPERVISOR: **Tribal Administrator**
HOURS: **Full Time**
SALARY: **\$25.50 - \$35.00**

GENERAL STATEMENT OF RESPONSIBILITIES:

Under the general supervision of the Tribal Administrator, the Grants Coordinator will be responsible for administration and coordination of grant activities to ensure compliance with federal, state, and local agencies and fiscal requirements. The Grants Coordinator will provide leadership and oversee grant management including budget adjustments, expenditures and developing programs and/or services to meet grant guidelines. The Grants Coordinator will also research and identify potential grant sources and will write and review grant proposals.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Provide general leadership and oversight of the Tribe's federal, state and local grant activities including implementation, monitoring, reporting, evaluation, and compliance.
2. Under the supervision of the Tribal Administrator, the Grants Coordinator will monitor the Grants Program to ensure compliance with contract provisions and funding source regulations. The Grants Coordinator will also recommend and facilitate implementation of procedural and operational changes to maximize service delivery and enhance grant revenues.
3. Timely complete and submit all documents, forms, or reports required by grant programs in collaboration with grant funders and external evaluator(s).
4. Collect and report data for grant evaluation requirements, grant process, and impact outcome measures.
5. Monitor specifically funded program activities and deliverables as required by grant requirements.
6. Act as liaison and resource to tribal members, tribal organizations, county departments, other funding sources, and community-based organizations; participate in a variety of internal and external meetings, committees and coalitions; interact with various planning councils and boards; answer questions and provide training and technical assistance as required.

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7. Act as Tribe's representative with various coalitions, workgroups, networks, and/or task forces as required by funder.
8. Pursue funding opportunities to sustain and expand the Tribe's program activities, resources and longevity.
9. Other duties as assigned.

EDUCATION AND EXPERIENCE:

1. A.A. Degree in Business Administration or a minimum five years' experience managing a grant project and reporting.
2. Knowledge of grant-funding policies and procedures and applicable local, state, federal regulations preferred.
3. Advanced experience with Microsoft Office Suite.
4. Must maintain a valid, unrestricted California Driver's license and be insurable under the Tribe's automobile insurance. Must also be able to meet insurance requirements regarding driver record in order to utilize GSA vehicles.

QUALIFICATIONS:

1. Ability to develop and produce grants and other proposals.
2. Understand principles, practices and techniques of program planning, development, and evaluation.
3. Ability to interpret financial data and prepare and monitor budgets, including budgets involving grants, contracted services, and state and federal funding.
4. Knowledgeable in federal, state and/or community funding sources and mechanisms.
5. Experience working in Native American or other underserved communities.
6. Excellent verbal and written communication skills.
7. Thorough understanding of effective grant writing techniques.
8. Proficient with computer programs such as word processing, spreadsheet, and graphics software.
9. Ability to meet deadlines and to prioritize work and resources.
10. Ability to work independently, while also being an effective team member and collaborating with the agency-wide management team.
11. Ability to coordinate multiple tasks simultaneously.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this Job, the employee is regularly required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

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EQUAL OPPORTUNITY EMPLOYER:

The Stewarts Point Rancheria is an Equal Opportunity Employer (EOE). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions pursuant to applicable Tribal and federal law.

INDIAN PREFERENCE:

Qualified Native Americans will be given preference in hiring and all terms and conditions of employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, et seq.), Tribal law and policy, and other relevant laws. [OPTION TO INCLUDE: If no applications from qualified Indian applicants are received, the Tribe may elect to provide training and employment opportunities to Indians not fully qualified for the position but who have demonstrated a capacity to be trained within a reasonable period of time.]