

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5030 • www.QuilCedaVillage.org



Quil Ceda Village
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JOB TITLE: Grant Administrator

PAY SCALE: \$29.71 - \$44.57

DEPARTMENT: Administration

JOB DESCRIPTION: Under the direction of assigned manager, this position is responsible for working with department managers and/or directors to actively seek, identify, and complete grant applications, work with Quil Ceda Village managers and finance to administer grant funding. Including creating program reports of spending data, grant compliance, and maintaining accurate records.

TO APPLY: Download and complete the application form located on the Quil Ceda Village website: <http://quilcedavillage.org/Employment>. Completed applications may be delivered, mailed, faxed or e-mailed to the HR department. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5030.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Non-Exempt

EMPLOYEE REPORTS TO: Administrative Services Manager

EMPLOYEE SUPERVISES: Not Applicable

EDUCATION: Bachelor's degree in business administration, Accounting or Related Field (Preferred). May be substituted for four years Grant Management Experience.

SKILLS:

- Knowledge of the grant application process, funding agency portals for submission and reporting
- Knowledge of award documents, including special terms and conditions
- Knowledge of budgets including application of the negotiated indirect cost rate
- Knowledge of the process to modify budgets and scope of work
- Knowledge of the principles, practices of Tribal Government management
- Knowledge of the theories, principles, and practices of government accounting (GAAP)
- Must be able to be proficient with typing correspondence in a timely manner
- Highly proficient and skilled with Microsoft Word, Excel and PowerPoint. (Test Required)
- Ability of correct usage of grammar, spelling, punctuation, and vocabulary
- Must have strong communication skills and the ability to compose business correspondence, i.e., memorandums, letters, and reports. (Test Required)
- Must have outstanding time management and organizational skills with the ability to multitask

- Must display a high level of accuracy and attention to detail in all aspects of the job
- Must be familiar with modern office equipment
- Ability to classify and record data to keep records complete
- Knowledge of Tribal, local, county, state and federal policies with regards to grant administration
- Must be self-motivated with excellent communication and interpersonal skills
- Ability to interpret, and effectively communicate rules and regulations, internal controls, and standard operating procedures

EXPERIENCE:

- Minimum of four (4) years grant writing experience
- Minimum of four (4) years of working experience administering grant funding

OTHER REQUIREMENTS:

- Must have and maintain a valid State Driver's License and maintain personal automobile insurance
- Must be able to work in a culturally diverse environment
- Must adhere to strict confidentiality requirements of all information seen and heard
- Tolerance to deal with upset and/or angry guests
- Must own a vehicle and possess auto insurance, and/or be bondable to drive Tribal Vehicles
- Must be able to successfully complete either a Tribal, State, or Federal background investigation
- Must be available to work any shift, day, swing, graveyard, and/or weekends and holidays.
- Employment is contingent upon successful completion of a pre-employment background check.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Dexterity of hands and fingers to operate a keyboard to perform routine paperwork
- Hearing and speaking to exchange information in-person and on the telephone
- Ability to sit or stand for extended periods of time
- Seeing to read a variety of materials
- Bending at the waist, kneeling or crouching to file materials
- Reaching overhead, about shoulders and horizontally
- Ability to lift boxes and items up to 20lbs on occasion

SPECIFIC JOB PERFORMED:

- Actively seek, identify, and monitor potential funding opportunities
- Upon request by management staff, review the organization's needs in terms of grant opportunities
- Collect data for grant proposals
- Maintaining funding files and advise staff on application guidelines and funders' regulations and requirements
- Assist Village staff to submit grant applications and reports on-line through various electronic portals

- Determine funding opportunities' relevance to the organization's priorities
- Present information on grant programs, grant application procedures to staff to determine whether project ideas are suitable for grant proposals
- Assist with proposal development by writing proposal sections, completing forms, and critiquing and editing proposals
- Notify supervisor of potential need for legal advice regarding grants and related financial agreements
- Act as a liaison with the Village legal counsel regarding grants and related financial agreements.
- Submit completed grant application packages per funders' requirements on or before submission deadline
- Assist Finance and Department managers with negotiating grant awards with funders
- Coordinate and develop grant proposal budgets
- Monitor administration of grant funded projects and related expenditures
- Coordinate submission to required reports, checking for accuracy and completeness
- Work with funders and appropriate administrators on project and budget revisions
- Coordinate preparation and submission of grant continuation applications/requests
- Coordinate with supervisor to facilitate funders' site visits
- Coordinate grants management activities with department team, project managers, project directors, and finance
- Learn, interpret and apply codes, polices, procedures, and other written materials
- Operate a computer with assigned software and other office equipment as assigned
- Attend training, seminars and workshops as required to update and maintain skills
- Maintain utmost confidentiality of all department information (written and verbal)
- Perform other related duties as assigned

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employees may be required to work after hours, weekends, and special events and/or on call. Upon successful completion of the applicable probationary period, the employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job desc