



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

GRANTS AND PLANNING MANAGER

Position Description

Opens: September 12, 2019 Closes: September 20, 2019			
Department:	Planning & Community Development	Reports to (title):	Planning & Community Development Director
Job Code:	E-13	Job Location:	Bois Forte Tribal Government - Nett Lake, MN
Pay Range:	Min: \$42,111.19(\$20.246) Mid: \$52, 638.99(\$25.307) Max: \$63,166.79 (\$30.638)	Supervises:	None
Hours/week:	40	Classification:	Exempt
Type of Position:	Full-Time	Effective Date:	09/09/19
		Revised Date:	9/20/2019

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Grant and Planning Manager is responsible for planning, organizing, and directing all functions required to negotiate, administer, and monitor the Bois Forte grants and projects.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Research and coordinatethe preparation of funding applications and grant proposals.
2. Prepare and submit grant applications as required or directed.
3. Develops departmental plans, goals, and objectives and ensures compliance with contractual obligations and requirements.
4. Establishes, implements, and communicates goals, objectives, policies, and procedures in accordance with contractual requirements and needs of Bois Forte.
5. Researches and identifies potential funding sources and shares that information with Derectors and project managers as appropriate.
6. Oversees the administration of numerous grant application processes and grant contracts.
7. Conducts or participates in department and inter-department meetings to identify and prioritize project needs, and coordinate and research grant opportunities.

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8. Provide insight and information on funding opportunities, requirements and procedures; collaborate in defining and implementing project funding strategies.
9. Design and generate reports as may be required for various funding agencies or by senior management.
10. Serve as a liaison between the tribal government and outside funding agencies and groups, and provide assistance in resolving issues and conflicts with funding agencies.
11. Coordinate with the accounting department and program and program/project managers to monitor compliance with grant contracts, reporting requirements and internal policies.
12. Track and record all grant applications submitted and received.
13. Other job related duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Three to five years experience that involved a significant level of writing, research, program or project management, or administration. |
| Education: | <ul style="list-style-type: none">• AA degree in a related field. Course work must include English/composition and/or courses. |
| License/Certification: | <ul style="list-style-type: none">• None |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Excellent writing skills are required. Must be able to write clearly and concisely.• Good organizational skills. Must be able to manage the administrative requirements of numerous grants.• Self-motivation and ability to independently initiate and carry out projects and assignments.• Good time management skills. Must be able to plan, prioritize and manage multiple projects at the same time, and have the ability to work under pressure to meet strict deadlines.• Must have good analytical and research skills, and the ability to research grant opportunities available to tribal governments.• Must be proficient in using computers and conducting on-line searches.• Most possess strong verbal communication and interpersonal skills.• Ability to interact with various departments of the organization and to participate as a team player to coordinate grant projects.• Ability to exercise sound judgment.• Solid understanding of financial information and ability to develop and monitor budgets.• Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment. Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.• Proficient and knowledgeable of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.• Ability to perform other duties as assigned.• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers. |

PREFERRED QUALIFICATIONS

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- Prior grant writing experience

WORK ENVIRONMENT

Work environment:	The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
Mental demands:	There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a fair credit reporting act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Director, Corey Strong, 5344 Lakeshore Drive, Nett Lake, MN

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55772, Fax: 218-757-3312, cstrong@boisforte-nsn.gov . Applications received after the closing date will not be accepted.