



**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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**Title:** Grants Coordinator

**Reports To:** Chief Financial Officer (CFO)

**Location:** Happy Camp, California

**Salary:** \$40,000 to \$52,000 per year, depending on experience

**Summary:** The Grants Coordinator will assist the Tribal Chairman, Chief Finance Officer and more than a dozen department directors in assessing immediate and long-term needs of the Tribal membership and departments; planning new and expanded programs of service; researching and writing grants & funding proposals;

**Classification:** Full Time, Regular, Non Exempt

**Responsibilities:**

1. Shall monitor Notices of Funding Availability (NOFAs), Requests for Proposals (RFPs), the Federal Register and other notifications of public and private sector resources available to meet high-priority needs of the tribal membership; respond to notifications and inquiries received from Tribal administrators and department directors; and share information regarding resource availability with Tribal administrators and department directors.
2. Shall meet regularly with Tribal administrators and directors to review grant opportunities and prioritize and develop funding priorities. Following review and prioritization, potential funding priorities shall be reviewed with Tribal Council to maintain consistency with the mission of the Tribe.
3. Shall act as project leader for all assigned grant applications. Creates time line for grant completion and gathers the necessary information from Tribal administrators and directors for grant completion. Performs necessary research to supplement application narrative, budget, or attachments.
4. Shall serve as a liaison between contract grant writers, Tribal Council and Directors to provide required information to contract grant writers to prepare proposals
5. Shall participate with members of the management team and Tribal Council in long-term strategic planning processes as well as in short-term problem solving processes of Tribal departments.
6. Shall complete and submit monthly Council reports to be submitted to Supervisor for presentation to Council.

7. Shall be responsible for developing and submitting basic grants and reoccurring funding opportunities.
8. Shall assist Tribal administrators and department directors in developing program strategies, goals, work plans (including goals and process objectives & outcomes,), staffing plans, and budgets. Realistic time frames for program implementation and sustainability shall be considered and developed.
9. Shall facilitate program coordination and optimum resource utilization by serving as a liaison between Tribal departments and programs. This may include: attending regular department meetings, meeting with department directors regularly to discuss goals and funding opportunities, and attending department events to gain a better understanding of department activities.
10. Shall be available for local and out of the area travel as required for job related training. Shall attend all internal and external meetings and functions as requested.
11. Shall review and edit grant applications (forms, narratives, budgets, and attachments) for grammatical and informational completeness, review content for clarity, and make constructive suggestions.
12. Shall bear primary responsibility for the internal workings of the Happy Camp Grants Office. This includes: maintaining a transparent filing system, making copies of grants available to Contract Compliance Specialist, Legal and providing Self-Governance with copies of Tribal Resolutions, returning all phone calls and correspondence (written and electronic), and other related tasks.
13. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees, Tribal Council, funders, and the public, including Tribal Membership.
4. Have the ability to understand and follow oral and written instructions. Be able to plan for and complete tasks that require delayed follow-up.

**Requirements:**

1. High School Diploma or equivalency.
2. Minimum 2 years demonstrated experience in serving multi-director organizations
3. Must demonstrate technical writing capabilities and ability to navigate online application systems.
4. Demonstrated abilities to initiate and follow through on complex planning tasks, manage time well, meet deadlines and respond effectively to sometimes frustrating and unforeseeable complications in assigned duties.
5. Demonstrated ability to work in culturally diverse environments; demonstrated commitment to serving Tribal communities in a creative, problem solving manner.
6. Demonstrated ability to draw programming connections and identify related goals between programs and departments that will both facilitate the Tribe's strategic plan and be more competitive when reviewed by funders.
7. Strong oral and written communication skills, demonstrated ability to use computer data and Word processing programs as professional tools. Ability to scan and convert documents to PDFs, work with spreadsheets, and conduct appropriate Internet research.
8. Must possess valid California driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must adhere to confidentiality policy.
10. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Council Approved:** October 8, 2015

**Chairman's Signature:** \_\_\_\_\_

**Employees Signature:** \_\_\_\_\_