

PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applications for the following position:

OPENING DATE: July 25, 2024

CLOSING DATE: Until Filled

GRANTS MANAGER

JOB STATUS:

Grants Manager
Career Field: Housing/Econ. Develop.
Pay Range: \$24.23 - \$37.01 per hr.
Category: Program Staff D
Status/Term: Non-Exempt, Full-time

LOCATION:

Penobscot Nation
Housing Department
Classification: Full-time
12 Wabanaki Way
Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED:

Required:

- Bachelor’s Degree in Business, Public Administration, or Social Services field.
- 2+ years Grants experience.
- Budgeting and accounting experience.
- Computer literacy.

Preferred:

- Methodical and strategic thinking.
- Good communication skills.
- Project management skills.
- Excellent organizational skills.
- Knowledge of auditing policies.
- Knowledge of donor agencies.
- Strong writing skills.

HOW TO APPLY:

- Applications available at the Human Resources Office or in the Secretary’s Office at the Nick Sapiel Building, Indian Island, Maine. Applications are also available at www.penobscotnation.org
- Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-opportunities>
- Submit completed applications and resume along with certifications to Human.Resources @penobscotnation.org

For further information, call 817-7306 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

Position Title: Grants Manager

Department(s): Housing & Economic Development Departments

Reports To: Housing & Economic Development Directors

Rate of Pay/Category: \$24.23 - \$37.01 / Program Staff D

Status/Term: Full-time (40 hours) / Non-exempt

JOB SUMMARY:

The Grants Manager will work jointly with the Penobscot Nation Housing and Economic Development Departments to enhance funding models, identify new sources of funding, and develop sustainable and effective grants programs. Duties for the Grants Manager will include managing overall grant efforts, documenting payments and expenditures, optimizing the grant administration process, overseeing fund-raising, preparing progress reports, ensuring compliance with grant regulations, reviewing grant proposals, managing grant databases, engaging with donor agencies, educating staff on policies, and preparing financial reports. Methodical and strategic skills and expertise in successful grants management will aid our organization in serving the public by securing continuous funding, improving business opportunities through effective funding programs, and executing meaningful projects.

The ideal candidate for this role should have superior organizational skills, great leadership qualities, and exceptional budgeting and monitoring skills. The outstanding Grants Manager should re-enforce relationships with donors, ensure that grant programs operate efficiently, streamline grant administration, and keep our organization fiscally sound.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Designing grant programs.
- Determining funding needs.
- Researching funding opportunities.
- Reporting to board of directors.
- Coordinating and engaging with grant writers.
- Identifying support agencies.
- Submitting and managing grant proposals.
- Furnishing prospective funders with supporting documents.
- Optimizing the grant administration process.
- Managing timelines and deliverables.
- Preparing and monitoring budgets.
- Tracking grant applications.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS: (i.e., education required/preferred, skills required/preferred, years of experience required/preferred)

Required:

- Bachelor's Degree in Business, Public Administration, or Social Services field.
- 2+ years Grants experience.
- Budgeting and accounting experience.
- Computer literacy.

Preferred:

- Methodical and strategic thinking.
- Good communication skills.
- Project management skills.
- Excellent organizational skills.
- Knowledge of auditing policies.
- Knowledge of donor agencies.
- Strong writing skills.

LICENSES/CERTIFICATES/REGISTRATIONS: (i.e., driver's license, professional licensing/certification)

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (i.e., physical requirements of position, job environment/conditions)

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request