



Mashpee Wampanoag Tribe
483 Great Neck Road South, Mashpee, MA 02649
Phone (508) 477-0208 Fax (508) 477-1218

Job Title: Grant Manager

Location: Mashpee Wampanoag Tribe Community and Government Center

Department: Planning and Development

Report To: Operations Manager

Salary: \$70,233.80/year

Deadline to Apply: deadline for first screening is June 30, 2019

SUMMARY: The Grant Manager researches and identifies potential funding sources for the Mashpee Wampanoag Tribe (Tribe). The Grant Writer researches, develops, collaborates, writes and edits applications and related reports. The Grant Writer will identify, prepare and submit grant applications and proposals for the Tribe's existing and future program activities within strict deadlines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work strategically and creatively with the Operations Manager, Tribal Council Treasurer, Tribal Finance Office, and Departmental Directors to plan and implement a successful grant – funding program designed to support Tribal needs and strategic goals
- Research, identify and apply for local, state, federal and private foundation funding sources for specific projects and programs
- Research and identify new sources of funding the Tribe is eligible to pursue
- Interpret and disseminate information of funding opportunities and sources across various mediums, to keep appropriate staff apprised of current opportunities and requirements
- Coordinate preparation, assembly, and delivery of proposal documents and provide additional information as required by funding sources
- Be available to provide assistance in resolving issues and conflicts with funding agencies.
- Generate revenue through the timely submission of well-researched, well-written and well-documented grant and fundraising proposals to foundations and other grant making organizations and individuals
- Utilize grants management software program to look for ways to improve and promote quality of the Tribe's grant programs by analyzing the cost consciousness of approved budgets and overseeing allowable expenses
- Oversees the timely completion of financial reporting to grantors and assists Department Directors with reporting requirements and renewal applications

- Assists Department Directors with meeting grant objectives and reflecting them in quarterly reports to the Operations Manager to evaluate project successes and consequences
- Supports Directors in program compliance and integrity, applicant eligibility tracking, measurement, and fraud prevention
- Attend meetings of the Mashpee Wampanoag Tribal Council meeting during and outside of business hours upon request
- Completes/coordinates other duties as assigned

EDUCATION/EXPERIENCE MINIMUM QUALIFICATIONS:

Bachelor's Degree in public administration, business, communications, economics, English or related field. And, must have at least three (3) years of successful professional experience in grant writing for Indian tribes or other governmental agencies. Knowledge of grant and contracting process for federal and Indian tribal governmental agencies; and knowledge of rules and regulations pertaining to federally funded grant programs.

PREFERRED QUALIFICATIONS:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The Candidate must have the ability to: take direction, plan, organize, prioritize, and complete the work of professional, technical, and administrative standard; learn tribal, local, state and federal laws and ordinances related to federal Indian law and policy, balance competing priorities; exercise independent judgment; communicate effectively, verbally and in writing in a wide variety of settings, including presentations before Tribal Council and community forums, facilitation of intradepartmental discussions, and formal written reports; establish and maintain effective working relationships with colleagues and especially in sensitive or confidential relationships with government representatives, community groups, legal counsel and private parties; represent Tribal governmental operations with professionalism and diplomacy. Candidate must be willing to travel and must be physically able to carry out the duties of the position.

COMPETENCIES:

- Ability to perform mathematical computations including ratios/projections/percentages/factoring
- Proficient in Microsoft Office (Word, Access, Excel, Power Point)
- Proficient in Outlook
- Proficient in creating/supporting ACCESS & EXCEL databases
- Proficient in strategizing for solutions
- Ability to work independently and in collaboration with others on projects with critical deadlines
- Ability to work in a critical team environment with excellent business communication and presentation skills, both written and oral
- Proficient in time management

- Ability to trouble-shoot
- Ability to perform without supervision
- Ability to maintain composure
- Ability to communicate effectively in writing and orally
- Ability to maintain positive attitude
- Ability to travel
- Ability to follow detailed, tedious instruction
- Flexibility of Schedule

COMMUNICATION AND COMPREHENSION SKILLS:

Must possess ability to conduct research, assess data, develop strategies and meet deadlines. Must have excellent written, verbal, and interpersonal communication skills. Ability to read, interpret documents and procedures. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

REQUIREMENTS:

Must pass a criminal history background check (CORI), and a pre-employment toxicology screening. Must adhere to Personnel Policies and Drug & Alcohol Policies.

LANGUAGE ABILITY:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before varying groups of people and employees of the organization.

MATH ABILITY:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic mathematical calculations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS:

To perform this job successfully, an individual must be proficient in the use of Microsoft Office: Word, Excel, PowerPoint, Access, Outlook, Database software and HR information systems.

CERTIFICATES AND LICENSES:

Must possess a valid driver's license and must meet Tribal insurance requirements.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 20 pounds.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Preference is given to qualified Native American candidates in accordance with the Indian Preference Act of 1934 (Title 25, U.S.C., Section 472) and the Mashpee Wampanoag Tribal TERO Ordinance.

Please send cover letter, resumé, two writing samples and at least three (3) work-related references to:

**Rita Lopez, Interim Tribal Administrator
Mashpee Wampanoag Tribe
483 Great Neck Road
South Mashpee, MA
02649
rita.lopez@mwtribe-nsn.gov**