

Job Title: Grant Specialist

Closing Date: Open Until Filled

***DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.***

Job Number: 21-012-2

Job Type: Full-Time Regular  
Department: Tribal Education Department

City: Sacaton, AZ

Locations: 555 W “B” Street

Area of Interest: Education

Salary Type: DOE

Salary/ Hourly Rate: $51,874 Salary

Tribal Driving Permit Required: Yes

DISTINGUSIHING FEATURES OF THE CLASS:

The Grant Specialist provides critical and technical expertise in all phases of the grant research, application, administration, management, procurement, inventory, and closeout within the Gila River Tribal Education Department. The Grant Specialist will prepare annual budgets, revisions, modifications, and monthly year-to-date financial reports.

ESSENTIAL FUNCTIONS:

* Seeks out and researches annual and new grant opportunities for the Gila River Tribal Education Department. Prepare, review, and complete grant applications and project proposals for completeness, accuracy, clarity, and fluency. Exercise initiative, creativity, persistence, organizational skills and punctuality on producing required grant reports.
* Provide technical assistance on internal and external grant guidance, policies, and procedure, compliance requirements to include in-kind matches, indirect costs, and budget/spending plans. Maintain program and procurement compliance.
* Receive, review and process grant award contracts. Identify and interpret pre and post award guidance, requirements, compliance, and special terms and conditions in accordance with the Code of Federal Regulations. Develop a budget detail and submit to grantor for approval. Monitor and manage grant budget detail and reconcile expenditures and discrepancies.
* Create and submit programmatic progress and financial reports within grant portals and according to each grant’s requirements and deadlines. Monitor grant projects, process extensions, appeals, revisions, amendments, and adjustments as needed.
* Prepare a variety of narratives, reports, graphs, maps, charts, illustrations, tables, diagrams, flow charts, plain text and other formats as needed pertaining to recovery projects, obligations and expenditures. Reconcile expenditures, resolve discrepancies, project completions for closeout of grant.
* Assist and participate in the planning of trainings, exercises, and evaluations. Develop, review and revise standard operating procedures. Participates in grant meetings.
* Perform other related duties as assigned and assist with other departmental tasks, activities, and events.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

* Knowledge of Federal, State and local Education Agencies, Administration for Native Americans, Department of Health and Human Services and other agencies and private or public foundations laws and codes including grants, concepts, operations, requirements and application process.
* Ability to interpret grant guidance for accurate completion and to take initiative and utilize innovative techniques and ingenuity in preparing grant applications.
* Exercise independent decision making, problem solving and attention to detail and excellent organizational skills are imperative.
* Ability to manage workload to ensure all report timelines are met on all required deliverables without delinquency.
* Ability to develop and maintain partnerships with tribal, local, county, city, state, and federal agencies.
* Ability to act as the grant financial liaison.
* Thorough knowledge and proper use of the English language including grammar, spelling, and punctuation to produce highly technical documents, reports, and correspondence.
* Ability to communicate effectively orally and in writing.
* Ability to utilize equipment to include a telephone system, fax, scanner, copier, plotter, radios, computers and computer application software including Munis, Word Processing, Database, Access, Excel Spreadsheets, PowerPoint, graphs, and other specialized software.
* Ability to exercise discretion and judgment regarding complex and sensitive issues and information.
* Ability to critique proposals.
* Ability to work in extreme and stressful working conditions, work on multiple projects simultaneously, work under pressure to meet deadlines and be flexible to meet quickly changing demands and needs.
* Ability to establish and maintain cooperative and effective working relationships with other employees, Community Officials, School Boards and Members.
* Ability to resolve conflict in a constructive manner.
* Ability to perform all physical requirements of the position; agree to maintain a drug-free work place
* Ability to communicate and reinforce difficult concepts such as qualitative data as well as communicate large amounts of quantifiable data for reports.

REQUIRED EDUCATION AND EXPERIENCE:

* Bachelor’s degree from an accredited college or university in Business Administration, Public Administration, Economics or closely related field and three (3) years’ experience grant applications, financial assistance and research, grant administration, or grant writing; Or
* Associate’s degree from an accredited college or university in Business Administration, Public Administration, Economics or closely related field and five (5) years’ experience grant applications, financial assistance and research, grant administration, or grant writing; Or
* Master’s degree is preferred.

ADDITIONAL REQUIREMENTS:

Required to pass a background check.

Required to obtain a Tribal Operator’s permit. Valid state driver’s license with **a current** proof of driving record for the past 39 months will be required to qualify for a tribal driving permit**. Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application.**

Non-Supervisory, Salaried Position

Reports to Director of Tribal Education

**BENEFITS:**

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the ***Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)***. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

**If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application**.  
  
Preference for Community Members (with proof of enrollment)   
Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)  
Preference point for Spouse of Community Member (with proof of spouse enrollment)   
Preference point for Veteran (must meet statutory requirements)

**HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.**

Visit our GRIC website and apply online: **www.gilariver.org**