

## **POSITION DESCRIPTION**

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**POSITION:**           **TRIBAL GRANTS COORDINATOR**       **LICENSED:** No  
**DEPARTMENT:**   Tribal Administration                   **GRADE:** 15 (\$50,577-75,866)  
**REPORTS TO:**       Tribal Manager                               **STATUS:** Exempt

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### **POSITION SUMMARY:**

Under the general direction of the Tribal Manager, the Tribal Grants Coordinator is responsible for researching, preparing and producing, in draft and final form, grant proposals and requests from new funding sources. The Tribal Grants Coordinator will work with the various program managers and governmental entities, to seek out new funding opportunities and to maintain existing grants.

### **ESSENTIAL FUNCTIONS:**

- Maintain and oversee the continued submissions for ongoing grants and contracts.
- The Tribal Grants Coordinator will gather documentation and fulfill the necessary requirements of various government agencies to seek funding on behalf of the Bay Mills Indian Community;
- Assists various Department Managers in writing periodic reports correspondence to comply with grant requirements;
- The Tribal Grants Coordinator will maintain a calendar of grant proposals, due dates, report deliverables, submissions and other deadlines;
- Persuasively communicates the organization's mission and program goals to potential funders;
- Prepare interim and final project reports for grant funded awards, as outlined in award agreements in collaboration with Accounting, Management and other departments to ensure timely and accurate reporting;
- Maintains up to date records in the electronic grants management system and in paper files, including grant tracking and reporting;

### **Identify New Projects or Needs:**

1. The Tribal Grants Coordinator will interact with the Tribal Manager, Grants Management, and Department managers to identify funding needs and potential projects.
2. Identified needs should be communicated with the Tribal Manager and Grants management for feasibility. The Tribal Grants Coordinator may assist with communicating the particular need to the Tribal Chairman and the Executive Council, with the Tribal Manager.

3. Upon approval to move forward with the project, according to the grant approval process policy, the project information will need to be entered into the electronic grants management program, with specific goals and objectives.

**Research and Data Gathering:**

1. Upon identifying specific projects, the Tribal Grants Coordinator will research available grant opportunities.
2. Similarly, he or she is responsible for obtaining relevant data needed for grant opportunities. Department managers will assist with providing data, but putting the data together to prepare it for submission will be the task of the Tribal Grants Coordinator.

**Submission of Information:**

1. The Tribal Grants Coordinator has the responsibility to prepare, review, and submit submissions in compliance with appropriate deadlines.
2. If review is needed by accounting, legal, or any other individual before submission, the Tribal Grants Coordinator is required to ensure that the process is complete and the documents are submitted on time.

**Monitor Submissions and Communicate:**

1. The Tribal Grants Coordinator must keep track of all submissions and communicate with the Tribal Manager, and Grants Management, any information about grant submissions. This includes, but is not limited to: approvals, denials, deadline extensions, late submissions, forgotten submissions, or any other relevant notices from Grantors.
2. Communication is vital for this position, so this individual will need to communicate well with Department managers, Grants Management, and the Tribal Manager. Also, formal communication documentation needs to be filed both digitally and in a paper file.

**Reporting and Oversight:**

1. Though this is a primary function of Grants Management, the Tribal Grants Coordinator should communicate with Grants Management about any issues or deadlines to help ensure everything is being submitted in a timely fashion.
2. Similarly, the Tribal Grants Coordinator should attend the monthly financial discussions with Grants Management for informational purposes and to help Grants Management ensure everything is submitted in a timely fashion, while communicating with the Tribal Manager.
3. Ensure, with Grants Management, that all grants and contracts are closed out accurately, completely, and on time.

**PHYICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to sit, stand and walk. The employee will be required to travel.

**POSITION REQUIREMENTS:**

1. Some formal education, or actual experience, relating to Grants or Grants Management required. Bachelor's Degree in Communication, English, or Business Administration required. Master's Degree in Communication, English, or Business Administration is preferred;
2. Minimum of 4 years of professional experience in grant writing and fundraising with successful track record of securing significant multi-year commitments from funding sources;
3. Research experience with search engines, such as grants.gov;
4. Superior knowledge of and proven experience writing proposals to government and private funding sources, and an understanding of the technical and financial requirements of large grants;
5. Demonstrated superior writing, research, project management and organizational skills;
6. Ability to successfully execute multiple, simultaneous projects on time with quality results;
7. Demonstrated excellent interpersonal, written/verbal communication skills to work effectively with people of diverse talents and backgrounds;
8. Demonstrated excellence in problem solving and analytical skills with attention to detail and accuracy;
9. Must be self-motivated, detail oriented, and highly-organized;
10. High level of computer literacy required; and has experience using online databases and other sources to locate biographical, financial and other pertinent data needed to submit grant proposals;
11. Must be able to travel when required.

**PREFERENCE:** Preference will be given to those of Native American descent.

**CLOSING DATE:** OPEN UNTIL FILLED

**APPLY TO:** Send Resume and Application to:

Erin Forrester; HR Generalist  
Bay Mills Human Resources Department  
12124 W. Lakeshore Drive  
Brimley, MI 49715  
(906) 248-8526

[eforrester@baymills.org](mailto:eforrester@baymills.org)

Subject: Tribal Grants Coordinator

\*\*Applications can be found on the Bay Mills website at [www.baymills.org](http://www.baymills.org) under the employment section\*\*