353 Old Hays, Ste 104 | Hays, MT 59527

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**GRANTS AND CONTRACTS MANAGER**

**JOB ANNOUNCEMENT**

**Position Title:** Grants and Contracts Manager

**Salary: $60,000 annually**

**Location:** Hybrid position/Hays, MT

**Status**: Full Time/Temporary/Salaried/Exempt

**Preference:** Native American Preference, Veteran Preference

Island Mountain Community Development Financial Institution doing business as Montana Native Growth Fund (MNGF) was established as a 501(c)(3) organization in May 2020, to directly confront the issue of high rates of unemployment, dependence on public assistance, and limited housing availability in our community. Most importantly, we honor our cultural values while taking a holistic approach to the economic need to encourage community members to utilize the organization’s outreach projects and strategies.

MNGFs mission is to promote sustainable Tribal homeownership, building opportunities to improve the economic outlook for Native Americans by offering access to credit and capital blended with culturally empowered education.

Our vision is sovereign and self-sustaining communities where indigenous peoples work and raise their families, make their permanent homes, and live out our culture together in strength and unity. This is the Native American dream.

**POSITION SUMMARY**

This five year grant position requires a detail-oriented, self-motivated manager who is flexible, well-organized, and able

to communicate effectively in all formats. Under the direction of the Executive Director, the Grants & Contracts Manager will oversee the US Economic Development Administration (EDA) incoming grant awards, contracting, reporting, and other administrative functions. In collaboration with theMNGF Financial Manager, oversee programs budgets and financial health of grants/contracts. Identify and communicate gaps or concerns in timely manner, and proactively seek viable solutions. Working with the Executive Director, they will develop strategies to optimize the grant and contract management process in order to support the established goals of the EDA grant and MNGF Workforce and Professional Development Project – particularly in light of the grant complexity.

*This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time.*

**DUTIES OR RESPONSIBILITIES**

Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority’s ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.

Performs review of grant requests for compliance with program requirements. Participates in conferences with grantors and potential grantors to obtain advice on the satisfaction of grant requirements. Monitors compliance with grant provisions by collecting documentary evidence, analyzing such evidence, and preparing reports thereon. Contract management for contracts involving program team members. Assists in the development of procedures involving the application and administration process. Works with third parties in the development of contractual agreements for the provision of services. Reviews and makes recommendations for modification of existing grants or contracts. Reviews changes in laws or regulations which affect grants/contracts.

* Initiate and set goals for the programs department based on the organization’s strategic goals/objectives – and assign resources to achieve the goals of the department.
* Develop and maintain policies and procedures, consultant guidelines, and interaction with other MNGF programs
* Develop an electronic interactive organizational calendar documenting the grant and contract reporting deadlines. Oversee timely reporting on all projects so that relevant colleagues have key information
* Creating new and updating existing contact, organization, and grant accounts
* Processing and tracking payment requests and grant payments received
* Processing and tracking donations and managing the organization’s response to donors.
* Providing technical support to staff and grantees related to the grants management system
* Uploading, scanning, and attaching documents to records in the database
* Tracking and following up on narrative and financial reports, and any other outstanding documentation
* Working with Program staff in preparing for and presenting Grants materials
* Serving as primary contact for telephone, paper, and electronic grant inquiries
* Drafting and sending regular mail and email documents on behalf of the grants management department
* Assisting in compliance with record retention schedules
* Coordinating with leadership and program staff on grant and budget planning, with the responsibility for assigning proposal review deadlines and confirming the accuracy of grant entries for items such as project purpose and projected grant amount, payment disbursement dates, reporting dates, etc.
* Troubleshooting issues pertaining to the grant management database.
* Editing and creating documents and reports in SharePoint as needed by staff
* Assisting in training staff and grantees as needed on technology or policy issues and procedures that affect them

**Job Requirements**

**MINIMUM REQUIREMENTS**

EDUCATION AND EXPERIENCE

* Graduate of a college or university with a bachelor's degree in business, finance, economics or a related field plus two years of direct experience in business development for a complex economic development organization; or equivalent education and work experience to fully meet the qualifications for the position.
* Experience working with American Indian populations is required.
* The preferred applicant would possess a value for Humility, Excellence, and Accountability and have the ability to engage and work well with others.
* Must have two years of research or administrative experience. Minimum two years of successful, progressive experience in a grants management function is strongly preferred.

**QUALIFICATIONS (EDUCATION, EXPERIENCE & REQUIREMENTS)**

* Knowledge of contracts & grants processes; including the ability to review, administer and monitor grants through to completion.
* Ability to write and organize reports with skill in gathering the required information. Knowledge of organizational policies, procedures, and systems.
* High proficiency in Microsoft Office, Mac applications, and databases. Knowledge of computer systems, applications, and equipment.
* Knowledge of basic arithmetic to make calculations, balance and reconcile figures.
* Skill in written and verbal communication.
* Ability to establish and maintain positive and cooperative working relationships with staff, the public, and external agencies. Self-motivated with the ability to work independently, is required.
* Ability to exercise initiative, problem-solving, and appropriate decision-making.
* Proactive work style, self-motivated, detail-oriented with strong interpersonal skills.
* Excellent written and verbal communication skills required (in person, via e-mail, and on the telephone), and the ability to compose effective, thoughtful correspondence.
* Excellent customer service skills.
* Ability to execute all responsibilities methodically, swiftly, and accurately.
* Highly developed interpersonal skills including the ability to interact effectively with leadership, staff, and the Board of Directors (previous experience is a plus), and to cultivate and maintain collaborative, respectful, and honest relationships.
* Ethical and professional standards; confidentiality in all matters is required.
* Detail-orientated and the ability to efficiently manage multiple projects with accuracy, is required.
* A valid Driver’s License and clean driving record are required.

**POSITION TYPE / HOURS OF WORK:**

* This is a full-time, temporary, salaried, exempt position.
* Standard workdays and hours are Monday through Friday, 8:00 A.M. to 5:00 P.M.

However, the positions require the ability to work during nonstandard hours when the need arises.

**PHYSICAL REQUIREMENTS:**

* Prolonged periods of sitting at a desk and working on a computer.
* Must be able to lift to 15 pounds at times.
* Must be able to access various departments of a given location.

**BENEFITS:**

* Health, Vision, and Dental Insurance
* Company Paid Life, Accidental Death and Dismemberment Insurance
* 401(k)
* Employee Assistance Program
* Employee Hardship Assistance
* Education Assistance
* Paid Time Off
* Paid Holidays
* Employee Transit (Hays only)
* Fitness Center (Hays only)
* Gym Membership Assistance (Havre and Billings only)
* Referral Program

**EQUAL OPPORTUNITY EMPLOYER**

MNGF is an Equal Opportunity Employer, and except to the extent required by its Native American Preference Policy and Veteran Preference Policy, MNGF prohibits any discrimination because of race, color, religion, sex, pregnancy, age, national origin, citizenship status, veteran status, physical or mental disability, genetic information, political affiliation, or any other basis protected by applicable law. This applies to all employment decisions, including hiring, promotion, termination, and other matters affecting terms and conditions of employment.

Montana Native Growth Fund is a drug-free work environment. Pre-employment drug testing may be required. Applicants must consent to a background check.

**To request application material and submit an application, please contact:**

Kerry Shabi, Interim Executive Director

Montana Native Growth Fund

P.O. Box 470 Hays, Montana 59527

Phone: 406-673-6051 or Fax to: 406-673-3023

E-Mail: kerry@nativegrowth.org