



Job Title: **Grants Coordinator**
Department: Project Management and Planning
Reports to: Grant Writing and Development Manager
FLSA Status: Non-exempt
Salary Grade: \$24.29 - \$34.01
Location: Coos Bay

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Grant Writing and Development Manager, the Grant Coordinator will support the Grant Writing and Development Manager with grant writing and submission of applications for funding. The Grant Coordinator will be responsible for supporting the planning and reviewing the implementation of grants, including monitoring financial and operational needs associated with grant development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Research, identify and apply for grant funding that supports the mission and objectives for various Tribal governmental departments.
2. Support the application development process from start to finish, including gathering the application documents, drafting applications, submitting them and ensuring all post award processes are completed.
3. Monitor the implementation of grants to ensure programmatic and fiscal requirements.
4. Assist in managing grant timelines, including the pre-award to post award processes.
5. Prepare grant budgets and budget justifications. Support the budget modification process, as needed and as directed by supervisor.
6. Maintain detailed records of grant submission documents and award packages. Assist in maintaining the grant tracking system.
7. Provide project implementation and performance assistance to ensure compliance with grant requirements, including grant award execution, administration, performance, reporting, and oversight of budgets.
8. Coordinate with sub-awardees or subcontractors to ensure contracts, project deliverables, and collaborative tasks are in process or completed appropriately.
9. Maintain and strengthen relationships with funding agencies. Meet with funding agencies at the direction of supervisor and participate in site visits for projects.
10. Ensure accuracy and completion of grant performance metrics, including drafting and submitting programmatic grant reports.
11. Provide technical assistance to program staff related to meeting grant requirements, reporting timelines and allowable costs.

12. Assist in overall collaboration efforts with external funding agencies, including organizing site tours and meetings.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 25 pounds. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. While performing the duties of this job, the employee is occasionally required to stand, walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative and creative problem solving.
2. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
3. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
4. Ability to work independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
5. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
6. Ability to make decisions independently in accordance with established policy and procedures.
7. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
8. Ability to practice strict confidentiality, demonstrating a level of professionalism in handling highly sensitive and/or confidential information.
9. Knowledge of grant funding, including identifying appropriate funding opportunities within multiple agencies and foundations that specifically support Tribes and Tribal programs and services.
10. Knowledge and experiences in submitting grants through a variety of online platforms.
11. Proficiency in technical editing and writing.
12. Advanced computer and software skills and experience with programs, including Microsoft Word, Teams, Excel, Publisher, Outlook, PowerPoint and Adobe Acrobat.
13. Self-starter who is highly organized with ability to work independently.
14. Ability to remain unbiased when working with diverse interests.

QUALIFICATIONS

1. Associate's degree in business, English, Communications, Creative Writing or a related field. A combination of formal education, relevant certifications, training and related work experience may be considered.
2. Two years' experience writing federal, state, tribal, nonprofit and other grants.
3. Excellent knowledge of grant development, budgetary concepts and fundraising processes.
4. Ability to research and understand programs and funding requirements for the organization.
5. Proven track record of successful grant management, writing and grant project management.
6. A proven team player who can work effectively with all people in a friendly and courteous manner.
7. Current and Valid Oregon driver's license in good standing (or ability to obtain one) with no
8. insurability issues with the Tribe's insurance carrier.