

**Pit River Tribal Office**  
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www.pitrivertribe.org



**Human Resources Dept.**

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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

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**Title:** Grants Manager

**Department:** Finance

**Reports To:** Chief Financial Officer (CFO)

**Classification:** Exempt Full-Time

**Pay:** \$85,000 - \$110,000 DOE

Position Posted 11/14/2024

Posting Ends 12/05/2024

All applications due in HR by 5:00PM by 12/05/2024

**Job Summary:**

The Grants Manager is responsible for overseeing the full lifecycle of grants and contracts, from writing and application to compliance and closeout. Working closely with the Chief Financial Officer (CFO) and Tribal Administrator (TA), the Grants Manager ensures all grants and contracts are administered in compliance with funder requirements, Tribal policies, and federal regulations. This position involves managing a team of Grants Specialists, providing guidance, leadership, and support to ensure efficient grant management and adherence to timelines, reporting requirements, and budgetary constraints. The Grants Manager will also engage in grant writing, proposal preparation, and technical compliance oversight, playing a key role in maintaining effective communication and collaboration across departments.

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**Essential Duties and Responsibilities:**

**Grant Writing and Proposal Development:**

- Lead the preparation of grant proposals, ensuring alignment with funder priorities and compliance with all submission requirements.
- Draft, review, and submit funding proposals to governmental, philanthropic, and other potential funding sources.
- Coordinate with program managers and other departments to gather relevant data for proposals and reports.
- Develop and maintain templates for grant applications and proposals, ensuring consistency and high quality across submissions.

**Grant and Contract Management:**

- Oversee the administration and technical compliance of all grants and contracts, including funder requirements, contract obligations, and Pit River Tribe's internal policies and procedures.
- Maintain and update a centralized grants and contracts filing system, ensuring both hard copy and electronic records are accurate and up to date.

- Develop and implement department-wide grant monitoring plans in collaboration with the CFO and other relevant staff.
- Monitor and track all grants to ensure compliance with federal, state, and local regulations.
- Provide ongoing technical assistance to Directors and Coordinators to ensure compliance throughout the lifecycle of each grant and contract, including pre-award, award, post-award, and closeout phases.

#### **Team Leadership and Supervision:**

- Supervise a team of Grants Specialists, providing guidance, support, and professional development opportunities.
- Coordinate and lead regular team meetings to ensure alignment of goals, share best practices, and address challenges in grant management.
- Assist in the performance management of the Grants team, including conducting evaluations, setting goals, and identifying opportunities for process improvements.
- Delegate tasks effectively to ensure that all aspects of grant and contract management are completed on time and in accordance with regulations.

#### **Compliance and Reporting:**

- Ensure all grants and contracts comply with federal, state, and tribal regulations, including financial reporting, data management, and audit preparation.
- Develop and maintain a system for tracking compliance deadlines, deliverables, and reporting requirements.
- Prepare and review regular financial and programmatic reports for the CFO, TA, and Tribal Council, ensuring accuracy and adherence to funder specifications.
- Assist the CFO and TA in preparing for audits and internal reviews, providing the necessary documentation and support for compliance assessments.

#### **Grant Monitoring and Fiscal Oversight:**

- Work with the CFO and Finance Department to reconcile expenditures, payroll, and indirect costs in line with federal cost principles and grant-specific requirements.
- Track and monitor sub-grants to ensure compliance with the Federal Financial Accountability and Transparency Act (FFATA) and other relevant regulations.
- Lead the development of corrective action plans as needed, ensuring timely resolution of any identified issues.
- Ensure that all match requirements are met and accurately documented.

#### **Training and Capacity Building:**

- Develop and implement training programs for Directors, Coordinators, and staff on best practices for grant management, including budgeting, reporting, and compliance monitoring.
- Serve as a subject matter expert on grants management, providing ongoing guidance and technical assistance to staff.
- Regularly assess the effectiveness of training programs and materials, making adjustments as needed.

#### **Policy Development and Process Improvement:**

- Draft, update, and maintain the Grants and Contracts Compliance Policy & Procedures, ensuring alignment with evolving regulations and best practices.
  - Proactively identify areas for process improvement, recommending and implementing changes to enhance efficiency and compliance.
  - Work closely with the CFO and TA to ensure that policies and procedures are followed across departments.
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## **Qualifications:**

### **Education and Experience:**

- Bachelor's degree in Business Administration, Finance, Public Administration, or related field, or equivalent combination of education and experience.
- A minimum of four years of experience in grant management, compliance, or related field, including experience with grant writing and reporting.
- Experience managing a team, providing leadership and oversight to achieve organizational goals.
- Knowledge of federal regulations, OMB Circulars (A-87, A-133), and Uniform Administrative Requirements.
- Strong understanding of grant compliance, financial reporting, and audit procedures.
- Proficiency in Microsoft Office Suite and Grants Management Software (e.g., MIP Systems).
- Experience with financial reporting and data analysis.
- Demonstrated ability to write clear, concise, and persuasive grant proposals and reports.

### **Skills and Abilities:**

- Excellent written and verbal communication skills, with the ability to interact effectively with a variety of stakeholders, including government officials, funders, and community members.
- Strong organizational and multitasking skills, with attention to detail and the ability to meet deadlines.
- Ability to manage multiple projects and teams simultaneously in a fast-paced environment.
- Ability to maintain confidentiality and exercise discretion when handling sensitive information.
- Strong problem-solving skills and the ability to think critically and make decisions based on regulatory requirements and organizational priorities.

### **Licenses/Certifications:**

- Must possess a valid California Driver's License with a record acceptable to the Pit River Tribe's policy and insurance carrier.
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### **Working Conditions:**

- This position operates in a typical office environment with frequent interruptions.
- Some travel may be required for site visits, meetings, or trainings.

**Indian Preference:**

Preference will be given to qualified Native Americans under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.