



Grants Manager

Job Summary

NCUIH is seeking a motivated, positive, team-oriented individual to serve as a Grants Manager. The Grants Manager's main tasks include assisting the Programs & Development Department in solidifying and extending the capabilities of the organization to optimally manage government and private grants. The Grants Manager will ensure goals are met in terms of programmatic deliverables through ongoing monitoring and evaluation of the organization's initiatives. The Grants Manager's tasks also involve assisting in the design, elaboration, management, and supervision of projects implemented by NCUIH. The successful candidate will work closely with department Directors to identify, pursue, and achieve fundraising goals through government and private grants. The ideal candidate for this role should have experience in federal government grant management, superior organizational skills, great leadership qualities, and exceptional budgeting and monitoring skills. The outstanding Grants Manager should re-enforce relationships with donors, ensure that grant programs operate efficiently, streamline grant administration, and keep our organization fiscally sound.

Duties and Responsibilities:

- Identify, cultivate, and secure public contract and private grant funding.
- Lead writing, preparation, and submission of public and private letters of inquiry and proposals.
- Draft high-quality, creative, and engaging cases for support for organizational funding and specific programs and projects.
- Monitor that goals are met in terms of programmatic deliverables and implement and manage changes and interventions to ensure project goals are achieved.
- Manage the organization's products of timelines and deliverables through maintaining the grants and contract submission calendar and provide regular updates of grant activity and deadlines.
- Coordinate with department directors on the grant administration process.
- Assist in the preparation of accurate budgets.
- Track grant applications and provide regular updates of grant and contract activity, deadlines, and awards/declines.
- Assist in the organization of programs and activities in accordance with the mission and goals of the organization.
- Assist in the development of new programs to support the strategic direction of the organization.
- Assist in the creation of long-term goals, the development of a budget and operating plan for the programs.
- Meet with program staff to make communication easy and transparent regarding project issues and decisions on programs and services.





- Assist in the creation and tracking of accurate and timely reporting of program status throughout grants life cycle.
- Analyze program risks.
- Work on development strategy with the marketing team.
- Provide regular updates to senior leadership and report grant activity to the Board of Directors.
- Coordinate and engage with other staff across the agency in a variety of cross-functional roles including project management, program review, and contract analysis.
- Other tasks as assigned.

Education and Experience Requirements:

- B.A. degree or equivalent professional experience
- Minimum 3 years of experience writing and editing grant proposals (or comparable writing experience).
- Exceptional writing, organizational, analytical, critical-thinking, and prioritization skills.
- Excellent, proactive communication skills.
- Polished project management skills and proven ability to work independently while meeting multiple deadlines.
- Performance-driven attitude, with high standards and a proven ability to achieve established goals.
- Budgeting and accounting experience.
- Strong technical skills with Microsoft Office and strong computer literacy.
- Basic knowledge of auditing policies.
- Knowledge of donor agencies.

American Indians and Alaska Natives strongly encouraged to apply.

Applicants should send their resume with a cover letter to Jobs@ncuih.org. Cover Letter should include what the applicant wants to gain out of this employment, why he/she is interested in this position.

