



# SOKAOGON CHIPPEWA COMMUNITY

**Mole Lake Band**

<b>Position:</b>	Grants Manager
<b>Location:</b>	Sokaogon Chippewa Grants Department
<b>Hours:</b>	Full-time, 40 hours per week
<b>Salary:</b>	Commensurate with Education/Experience
<b>Reports to:</b>	Tribal Executive Administrator

## Job Summary:

The Grants Manager is responsible for overseeing the full lifecycle of grant management, from identifying funding opportunities to writing grant proposals, submitting proposals, developing and managing budgets, and managing awarded grants. This role requires a detail-oriented and organized individual with strong communication skills and a deep understanding of grant writing, budgeting, compliance and reporting requirements.

## Duties and Responsibilities:

- Assist with identifying and researching potential grant opportunities from foundations, government agencies and other funding sources.
- Develop and write compelling grant proposals and applications, ensuring alignment with organizational goals and funder priorities.
- Collaborate with program staff to gather necessary information and data for proposal development.
- Manage awarded grants, including tracking deadlines, ensuring compliance with funder requirements, and preparing and submitting progress reports.
- Monitor and track grant budgets, expenditures, and financial reports in accordance with grant terms and organizational policies.
- Maintain accurate records of all grant-related documents and correspondence.
- Serve as the primary point of contact for funders, responding to inquiries and providing updates on grant progress.
- Facilitate communication between program staff and funders to ensure clear understanding and expectations.
- Work closely with finance and accounting teams to ensure proper allocation and reporting of grant funds.
- Assist in developing and implementing grant management policies and procedures.
- Conduct regular evaluations of grant programs to assess effectiveness and impact.
- Prepare detailed reports for internal stakeholders and funders, highlighting successes and areas for improvement.
- Must have a working knowledge and be able to adhere to all tribal ordinances, policies and procedures, EPA permitting process, THPO permitting process and any other regulations that are applicable to the grant projects.
- Complete other duties as assigned.

## Qualifications (Education, Experience, Knowledge, Skills, Abilities):

- Associate's Degree in related field required or Bachelor's degree in nonprofit management, business administration, public administration, or a related field; advanced degree preferred.
- Proven experience (typically 3-5 years) in grant writing, grant management, or related roles within a tribal organization.
- Strong understanding of grant compliance, reporting requirements, and financial management.
- Excellent written and verbal communication skills, with the ability to craft persuasive proposals and reports.
- Detail-oriented with strong organizational and project management skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and grant management software is a plus.
- Have attention to details in all tasks.
- Have excellent time management skills.
- Possess the ability to keep all information confidential.

*Pre-employment/random drug tests and a background check will be required for this position.*

Native American preference is granted according to PL 93-638

**Submit completed applications and resumes to:**

**Sokaogon Chippewa Community**

**Human Resources Department**

3051 Sand Lake Road

Crandon WI 54520

(715) 478-7663

Email: [hr@scc-nsn.gov](mailto:hr@scc-nsn.gov)

**Posting Date: August 7, 2024**

**Closing Date: Until Filled**