



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Grant Program Manager		<b>JOB CODE:</b> GPMR
Government - Employee		<b>EEO:</b> 5
Exempt	Flex	<b>FUNDING SOURCE:</b> NPD
<b>HO-CHUNK PREFERENCE</b>		

*“All employees are subject to the Drug, Alcohol and Controlled Substance Policy.”*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

The Grant Program Manager will focus on grant compliance and investigation. This position will also assist in reporting and analysis of grant financials.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Meet monthly with program staff to monitor activity to ensure that the grant funding guidelines are followed in accordance with local, state, federal, other applicable regulations and internal policies.
2. Assist program staff with planning, administrative support in program development, policy analysis, budgeting and compliance on a daily basis or as requested.
3. Analyze program operations, financial standing, match requirements and project timelines and make recommendations to department program staff daily.
4. Review program services with scope of work and budget constraints, to provide future direction for program services and to increase program coordination weekly.
5. Participate in contract negotiations with program staff, executive director, funding agencies and other outside agencies as needed on daily basis.
6. Report all program findings within a week of monitoring visit to Finance Director and Grant Fiscal Manager.
7. Coordinate duties and responsibilities with Grant Fiscal Manager and Finance Director to assist with the annual audit.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Develops strategic plans and interprets policy
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	Monitors expenditures for outside departments
Customer Accountability	Interfaces with officials and executives, Interfaces with regulatory authorities, Interfaces with inside customers
Freedom to Act	Subject to general input from supervisor



**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. Minimum of two (2) year business degree.

**ESSENTIAL:**

1. No convictions for any felony or for a misdemeanor involving dishonesty or breach of public trust.
2. Valid driver's license, dependable transportation and proper insurance.

**EXPERIENCE:**

1. Minimum of 2-3 years' experience working directly with grant funding programs and financial reporting requirements.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Ability to maintain confidentiality and follow policies and procedures.
2. Must possess strong organizational, communication, writing skills, and analytical skills.
3. Proficiency with spreadsheets, word processing, and database systems.
4. Strong understanding of grant funding, programs and grant cycles, and applicable regulations.

**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

**WORKING CONDITIONS**

1. Office Setting.
2. See Physical Demands Worksheet.