



Ho-Chunk Nation

Job Description

TITLE: GRANTS SPECIALIST		JOB CODE: GRTS
Government - Employee		EEO: 5
Exempt	Flex	PAY GRADE: 10
FUNDING SOURCE: NPD		HO-CHUNK PREFERENCE

“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 position is responsible for researching, identifying, writing, and submitting grant proposals on behalf of the Ho-Chunk Nation’s departments, divisions, and programs in collaboration with cross-functional teams. This position may assist or train the departments, divisions, and programs staff with adhering to grant requirements, grant development, evaluation, and compliance. Identification of potential grants include, but are not limited to federal and state grant agencies, and private grant funding companies and nonprofit organizations. Grant application processes are complex, the employee must be thorough ensuring compliance with instructions/directions in the Notice of Funding Availability (NOFA) or Notice of Funding Opportunity (NOFO). Grants Specialists are crucial in navigating complex grant application processes, ensuring compliance, and maximizing funding opportunities. This position may be requested to assist with other projects related to the Ho-Chunk Nation department’s mission statements.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Conduct daily research identifying and maintaining a record of new grant funding opportunities through the state and federal governments, foundations and private sources.
2. Weekly organize and maintain comprehensive records of all grant applications, awards, and documentation for grant reporting, submit as an official document to the immediate supervisor for the departmental annual report.
3. Develop a mapping diagram and update annually showing the process from verifying grant eligibility to grant submission.
4. Facilitate training sessions twice per year to the departments on grant processes, compliance, and best practices which align with goals, objectives, and priorities of the Ho-Chunk Nation.
5. Coordinate and train internal departments to gather necessary information such as data and documentation as required for the grant reporting process on a monthly basis.
6. Monitor and assist departments, when needed, with reports on the progress of funded projects monthly ensuring priorities, financial and strategy adherence to timelines, budgetary constraints, and grant conditions.
7. Prepare and submit grants proposals, including writing narratives, developing budgets, and ensuring compliance with grant requirements no later than six (6) weeks prior to the NOFA or NOFO deadline for submission.
8. Liaise with funding agencies weekly to clarify guidelines and address any issues during the application process.
9. On a weekly basis, research legislation, regulations, and funding trends informing departments, divisions, and programs on potential grant opportunities and risks.
10. Other duties as assigned on a monthly basis by the immediate supervisor.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Implements operating plans
Supervisory Accountability	None
Organizational Accountability	Manages work group within a sub-unit of a department
Financial Accountability	Monitors expenditures
Customer Accountability	Interfaces with the HCG four branches of government Interfaces with internal and external customers
Freedom to Act	Subject to general input from supervisor Subject to regular review by supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

1. Bachelor's Degree with emphasis in English, creative writing, education, business, or a closely related field is required.
2. Master's Degree preferred in English or Business Administration.

ESSENTIAL:

1. Background investigation may be required.
2. Valid regular driver's license are required.
3. Vehicle insurance required.

EXPERIENCE:

1. Four (4) years of experience in technical writing (e.g. grant proposals, white papers), managing, and reporting on grants, and understanding complex compliance requirements.
2. Four (4) years of experience working with a native nation government.
3. Two (2) years of experience with research and analyses with a formal report communicating findings.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Strong oral communication and writing skills.
2. Possess skills in areas of math, accounting, and finance.
3. Knowledge of qualitative and quantitative research and analysis techniques to collect specific data and analyze content.
4. Ability to apply analytical methods and techniques in the identification and resolution which effectively assists with informed decision-making corresponding to a needs-based purpose.
5. Possess skills in budget planning detailing a breakdown of specific categories to ensure funding alignment and compliance.
6. Knowledge of financial and compliance procedures and practices used in grants, contracts, and agreements to ensure regulatory adherence to end of project.
7. Knowledge of Ho-Chunk Nation, federal and state laws, regulations, rules, policies, procedures and systems throughout the sequence of a project.
8. Goal oriented skills and project resourcefulness.
9. Exceptional efficient and organizational skills.
10. Exceptional interpersonal skills and leadership skills.
11. Ability to communicate with diverse personalities with tact, flexibility, and maturity.
12. Demonstrated computer skills including proficiency with Microsoft Office, Excel, and Outlook.

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. Works in general office environment.
2. Travel may be required.
3. Willingness to work varied hours, including some evenings and weekends.
4. Fieldwork may require walking.
5. Any physical demands of the position should be listed on the Physical Demands Worksheet referenced.