Title: Grant Manager
Job Type: Full-Time
Salary: $65,000-$75,000
Location: Remote, in the U.S.
Applications Due: August 31, 2023

POSITION SUMMARY
The Grant Manager will manage a federal grant over 24 months for an Oral History Project led by the National Native American Boarding School Healing Coalition (NABS). The Grant Manager will manage a grant calendar, track and report on grant deliverables, ensure the documentation of expenses complies with audit requirements, and follow protocols for communication with the grantor entity. They will work closely with the Project Director and with many staff members, located across the U.S., to support the administration of this grant. The Grant Manager reports to the Oral History Project Director and works closely with the finance team.

ABOUT US
The National Native American Boarding School Healing Coalition (NABS) is boldly leading the movement for truth, justice and healing for Indigenous peoples impacted by U.S. Indian boarding schools. We are Indigenous-led with 100% of the Board of Directors and Officers being Native American and Alaska Native.

● We are a coalition of 955 members and growing, including Tribal Nations, Tribal enrolled individuals, allies, and organizations.
● We use our coalition voice to educate others about the truth of the Indian boarding school policies, experiences, and genocidal legacy.
● We expose the truth about Indian boarding schools through research and education.
● We lead action towards justice and healing for our children, families, and communities.
● We advocate for accountability through policy change at all levels, including the call for a federal Truth and Healing Commission on Indian boarding schools.
● We make resources available to raise awareness and support healing from the intergenerational trauma Native peoples continue to experience.
● We are publicly launching the National Indian Boarding School Digital Archive (NIBSDA) this year, a first-of-its-kind Digital Asset Management System capable of organizing and displaying historical boarding school records and materials for every identified boarding school institution.

GRANT MANAGER
Key Responsibilities
● Review grant deadlines and deliverables, update and keep track of the grant calendar, and take the lead to project manage the writing of reports and submission of grant-related forms
● Ensure compliance with grant standards and protocol, and provide guidance to project staff as appropriate
● Work with the Project Director and Director of Operations to establish the necessary controls and processes to allow for efficient and accurate expenditure tracking
● Co-manage the grant budget with the Project Director to ensure accuracy, flagging variances that may need approval by the funder when necessary
● Participate in meetings convened by the grantor agency and its officers as needed
● Write and turn in grant reports, bringing in stakeholders to provide updates and to edit writing as needed
● Prepare grant financial documentation for audit purposes; participate in the grant audit process

WHAT YOU BRING
NABS is seeking candidates who are passionate about our mission, are highly proactive and can bring a clear vision on how fundraising supports the work that we do. While no one candidate will embody all the qualifications below, our idea candidate will bring:

Must-Haves
● Knowledge of the Native American and Alaska Native boarding school history, legacy, and impacts
● Familiarity with and work experience in Native American communities
● Experience with managing federal grants that require single audits (or equivalent) and meeting reporting requirements
● Skilled at developing budgets and monitoring financial statements
● Technical writing skills
● Experience working across multiple teams, with the ability to gather requisite information from the right people, in the time allotted
● Strong project management skills with ability to work independently; thorough and detail-oriented

Nice-to-Haves
● Finance or accounting experience
● Experience working remotely with proven time management skills
● Experience setting up and streamlining operational systems and processes to make grant administration more efficient and easier to understand
● Experience working with a team on project management using applications such as Asana, Slack, Google Docs, Excel spreadsheet, Salesforce or equivalent
● Experience helping and teaching others about the grant process

To thrive in this role, candidates in this position will bring innovation and new ideas, and have experience managing grants within nonprofits. We are looking for candidates who are clear communicators, adaptable, reliable, inquisitive learners, who are team and collaborative oriented while being able to work independently, and who are socially and emotionally
intelligent. They will have a problem-solving, solution-oriented mindset. Practicing confidentiality of important information is essential.

**COMPENSATION AND BENEFITS**
This position is salaried, commensurate with experience, ranging from $65,000 to $75,000 annually. Benefits include health, dental, vision, life, and disability insurance with full premiums paid by NABS for the employee and 75% paid by NABS for dependents/partner, a 401(k) match up to 4% of salary, and paid family leave for qualifying events. Employees earn 4 weeks of paid time off each year, and get paid winter break the last two weeks of December.

The successful candidate will have the opportunity to work with a dynamic team committed to Native communities. We strongly encourage applications from Native peoples with experience working with Native communities.

**WORK ENVIRONMENT**
- This position is 40 hours a week with heavy computer use
- Current staff are in Pacific, Mountain, Central, and Eastern time zones, keeping 9 am to 5 pm central time hours preferred
- This position is remote with occasional travel to Minneapolis, Minnesota, and national conferences

**HOW TO APPLY:**
By August 31, 2023, send an email to Chiyomi McKibbin at [chiyomi@movementtalent.org](mailto:chiyomi@movementtalent.org) with “NABS GRANT MANAGER” in the subject line.

Applications must include the following all in one PDF:
- Cover letter (no more than 1 page) with short answers to the following questions:
  - Why are you interested in this position?
  - What values or lived experiences do you have that connect to our mission?
  - What is the best advice you’ve ever received?
- Resume or Curriculum Vitae
- Three professional references with titles, emails, phone numbers, and relationship

*NABS is an Equal Opportunity Employer committed to a work environment free of all forms of discrimination, harassment, and violence. All employment and contracting decisions are based on merit, competence, performance, and organization needs. NABS prioritizes work to empower and include people from Indigenous communities who have been impacted by U.S. Indian Boarding School policies. We are proud of our collaborative and wellness-focused culture where all people feel safe to bring their whole selves. Our culture attracts top talent with shared values that form the foundation of a great work environment!*