



Grants Manager

Salary Range: \$65,000 to \$75,000
Plus: Competitive benefit package.

The Monacan Indian Nation (MIN) is the largest federally recognized tribe in Virginia, Headquartered in Madison Heights, VA. The MIN offers an extensive array of programs to service and meet the needs of its members.

Full Job Description:

We're currently searching for an experienced grants manager to join the Monacan Indian Nation workforce. The ideal candidate will have a sharp business mind and proven ability to strategize and implement high-level program initiatives. As a natural leader, this person should have strong talent for project coordination and delegation

Duties include but are not limited to:

- Strategize, implement, and maintain grant program initiatives.
- Develop program assessment protocols for evaluation and improvement
- Maintain organizational standards of satisfaction, quality, and performance
- Oversee multiple project team members, ensuring program goals are reached
- Manage budget and funding agencies for maximum productivity

Knowledge, Skills and Abilities:

- Work closely with project grantors, cross-functional teams, and assigned project managers to develop the scope, deliverables, required resources, work plan, budget, and timing for new initiatives
- Manage programs and coordinate and delegate cross-project initiatives
- Identify key requirements for cross-functional teams and external vendors
- Develop and manage budget for projects.

Minimum Qualifications:

- Three or more years of experience in an upper-management role.
- Three or more years of experience in grant writing.
- Exceptional skills in leadership, time management, facilitation, and organization
- Outstanding knowledge of change management principles and performance evaluation processes

Education (preferred):

- Bachelor's degree (or equivalent) in business administration or related field

License: Virginia driver's license (Required) Travel required

*Preference given to qualified American Indians in accordance with the Indian Preference Act. Applicants claiming Indian Preference will be required to submit verification documentation certified by respective tribe of affiliation.