First Peoples Fund

POSITION DESCRIPTION
FIRST PEOPLES FUND

Position Title: Grant Coordinator / Executive Assistant
Department: Administration & Development
Reports To: Development Director
Job Type: Regular Full-Time, Exempt

ORGANIZATION
First Peoples Fund is a national non-profit organization founded in 1995. Its mission is to honor and support the collective spirit of First Peoples artists and culture bearers.

POSITION SUMMARY
The Grant Coordinator / Executive Assistant will provide a high level of support to the Development Director and President, as well as working collaboratively with all members of First Peoples Fund staff.

The Grant Coordinator is responsible for the preparation of grant applications, reports, and proposals, and performance of professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities. Coordinates grant opportunities across all programs under the direction of the Director of Development, as well as working closely with the Data tracker / Storyteller.

The Executive Assistant is responsible for establishing and maintaining a high-level of administrative support to the President by preparing reports, handling information requests, and performing administrative functions such as preparing correspondence, receiving, arranging conference calls, coordinating meetings and conferences; assisting and managing special projects, as requested, and managing emails, and calendar in a fast-paced environment.

GRANTS COORDINATOR DUTIES AND RESPONSIBILITIES:

● Responsible for conducting the full range of activities required to prepare, submit, and coordinate grant reports and proposals to foundation, corporate and private funding sources.
● Document the grant deadlines for consistent communication regarding funding opportunities and update as needed.
● Coordinate grant completion with Director of Development or other designated staff.
● Perform prospect research on foundations and corporations to evaluate prospects for grants.
● Work with Finance Manager to gather information necessary to report to funders of current or prospective grants.
● Coordinate with Development Director to ensure the FPF is in complying with all grant reporting as required.
● Create and maintain comprehensive donor files and maintain the centralized donor database.
● Assist with quarterly or annual reports as required by granting agencies (governmental, private, etc.)
● Assist with FPF newsletters, brochures, and other materials as requested.
● Clearly articulate the mission, vision, and goals of First Peoples Fund
● Assist with other fundraising projects as requested.
● Maintain strict confidentiality on all client and foundation matters and refer questionable issues to your supervisor.

EXECUTIVE ASSISTANT DUTIES AND RESPONSIBILITIES:

● Completes a broad variety of administrative tasks for the President including scheduling and calendar management, composing and preparing correspondence which is sometimes confidential; assist with arranging travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
● Researches, prioritizes, and follows up on incoming issues and concerns addressed to the President, including those of a sensitive or confidential nature.
● Works closely and effectively with the President to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
● Establishes, maintains, and updates the President’s filing system, Gmail, Google docs and Team Drive and files regularly.
● Ensure President is prepared for external-facing meetings.
● In general, support FPF’s President in being maximally effective every day in a fast-paced environment.
ADMINISTRATION:
Specific responsibilities, but not limited to, include the following:

- Participates in strategic planning, budget and proposal development, and other organizational activities.
- Responsible for regular reporting requirements as requested or required by the organization.
- Assist with organizing program and project meetings, workshops, conferences, and special events to advance program goals.
- Adheres to all FPF policies.
- Perform other duties as assigned.

EDUCATION, KNOWLEDGE, SKILLS, ABILITIES, and PHYSICAL REQUIREMENTS:

- Bachelor’s degree in Business Administration, Journalism or related field and five years of experience, preferable for nonprofit and/or Native corporations.
- An understanding and awareness of the Native arts and culture field and a broad knowledge of tribal communities and cultures across North America
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Knowledge of fundraising information sources.
- Highly organized, detail-oriented, self-starter project management experience required
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals/reports.
- Strong editing skills.
- Excellent computer skills - Google drive, MS Office Suite Adobe Suites, and, experience with project management software Basecamp a plus;
- Excellent interpersonal skills and ability to work in a busy, fast-paced environment;
- Demonstrated ability to meet deadlines while managing competing priorities;
- Ability to work collaboratively as a member of a team;
- And, be able to work independently, take initiative and be self-motivated;
- No extraordinary physical requirements. The job involves normal physical requirements for an office position.

JOB LOCATION:

- This position located in FPF’s home office in Rapid City, South Dakota, as well as periodic offsite work.

First Peoples Fund offers competitive salaries and benefits including health insurance which becomes effective immediately. FPF’s Simple IRA pension plan that is effective after introductory period.