Date | August 2023
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Title of Position | Grants Writers and Grants Compliance Officer
Organization | Duwamish Tribal Services
Reports to | Reports to Executive Director
Located at | Duwamish Longhouse & Cultural Center, 4705 West Marginal Way SW, Seattle, WA 98106
Guidelines | Coordinates with a Management Team as well as the Executive Leadership Team
Work week: | Tuesday – Saturday
Salary | $65,585-$66,000

Overview
As the nonprofit entity of the Duwamish Tribe, the Duwamish Tribal Services (DTS) has had a longstanding mission to promote and advance the Duwamish Tribe and the wellbeing of Duwamish tribal members through a variety of tribal member community development, social and health services; and engaging the public at large through cultural and educational experiences. Thanks to the growing Real Rent movement and generous support from friends and allies of the Duwamish Tribe over time, DTS has been able to offer more support services for tribal members and diversify its public education programming for the general public.

Under the direction of the DTS Executive Director, and consistent with the recommendations of the new Strategic Plan and recent recommendations for DTS staff and organization restructuring, the DTS now seeks a Community Economic Development, Grants and Contracts Manager who will be responsible for contributing to the mission by overseeing the portfolio of community economic development, grants and contracts. In doing so, the CED Manager is expected to focus on pursuing and coordinating the grants and contracts of DTS and start up coordination of CED projects. They will be an entrepreneurial and organized professional, skilled and strategic communicator with project management skills, ideally understands the Duwamish tribal history, experienced working in Native communities, and as a result also has the cultural competency to strengthen such services.

EXTERNAL AND INTERNAL LEADERSHIP
There are external and internal leadership and managerial responsibilities related to this new position, including engaging in externally facing community relationship building; and internally they will coordinate and collaborate with other team members as needed to support the overall portfolio of the DTS.

DEVELOPMENT OF NEW TRIBAL COMMUNITY, SOCIAL AND HEALTH PROGRAM
This is a new position with professional development opportunities to build up the CED efforts of the DTS and other projects of the Tribe.

Duties and Responsibilities

- Under the guidance of the Executive Director of the Duwamish Longhouse, Research and identify potential grant opportunities that align with the organization's goals and projects.
- Collaborate with program managers and departments to gather information and develop compelling grant proposals.
- Write clear, persuasive, and well-structured grant applications to meet specific funding requirements.
- Ensure grant applications are submitted within deadlines, following all necessary guidelines and
requirements.

- Maintain a comprehensive database of past and pending grant applications.

Compliance Management:
- Stay up to date with relevant laws, regulations, and compliance requirements applicable to the organization's funding sources and projects.
- Develop and implement internal policies and procedures to ensure compliance with grant agreements and funding regulations.
- Monitor ongoing projects to ensure they remain compliant with funding guidelines and requirements.
- Conduct regular audits to identify any potential compliance issues and develop corrective action plans when necessary.

Reporting and Documentation:
- Prepare regular reports on grant funding, including financial expenditures and progress updates on projects.
- Maintain accurate and organized records of grant applications, approvals, and associated documentation.
- Collaborate with finance and program teams to ensure proper documentation and reporting for grant-funded projects.

Relationship Building:
Cultivate strong relationships with funding agencies, partners, and other stakeholders to understand their priorities and funding opportunities.
- Participate in meetings and networking events to promote the organization's mission and funding needs.

Budgeting and Financial Management:
- Collaborate with the finance team to create budgets for grant applications and ensure that funding requests align with the organization's financial needs.
- Monitor grant budgets and expenditures, working closely with program managers to ensure financial compliance.
- Experience working with Native American communities and diverse communities strongly preferred.

Qualifications and Preferred Skills

Tribal membership: Duwamish Tribe Members are strongly encouraged to apply.

Skills and qualifications:

- 5 years of relevant community economic development experience, especially work within and with Native nonprofits and Native communities preferred.

- Grant researching, writing, and reporting.

- Strategic thinking and analytical skills, with a demonstrated portfolio of work which touches on the above responsibilities and examples of leading projects and teams, especially those which are similar to the CED programs and services referred to above.

- Excellent listening, written, and verbal communication skills.

- Organizational, project management, and coordination skills to ensure that multiple projects can keep moving forward to completion.
- Experience working with **Native American communities** and diverse communities strongly preferred.

**Supervision:** The Executive Director, with support from the Executive Leadership Team, will provide the supervisory direction and support for this new position.

**Physical:** Requires some physical exertion such as long periods of standing, walking, reaching and lifting of moderately heavy items and boxes. Must be able to lift and carry 30 pounds.

**Complexity:** The work consists of a broad range of multifaceted activities, functions and processes managing a team of people and projects, and serving the general public and Duwamish Tribal Members, and participating in a diversity of events.

**Personal contacts:**

**Work environment:** Work primarily performed at the Longhouse and in the community.

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