Job Announcement & Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Grants &amp; Finance Manager</th>
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<tbody>
<tr>
<td>Location:</td>
<td>Alaska-based, UTBB’s headquarters are in Dillingham but will consider remote applicants.</td>
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<td>Full-Time/Part-Time:</td>
<td>Full-Time</td>
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<td>Compensation:</td>
<td>$55,000-$65,000 DOE</td>
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<td>FLSA Classification:</td>
<td>Non-Exempt</td>
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<td>Supervisor:</td>
<td>Executive Director</td>
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Organization Overview:
United Tribes of Bristol Bay (UTBB) is a Tribal consortium of fifteen tribal governments working to protect the traditional Yup’ik, Dena’ina, and Alutiiq ways of life in the Bristol Bay region. UTBB’s advocates for the sustainability of our region through the continued strong stewardship of our lands and waters that sustain our indigenous ways of life and advocating for sustainable economic development that is conducive with our ways of life and traditional values.

Position Summary:
United Tribes of Bristol Bay (UTBB) seeks a Grants & Finance Manager who shares UTBB’s vision for a sustainable and thriving Bristol Bay. This position will provide overall management of program financial and budget activities to fund operations, meet grant objectives, and monitor expenditure of grant and operational funds. The ideal candidate will need excellent communication skills, and ability to work well independently and as a team player. Strong spreadsheet skills will also be necessary for scenario planning, budget creation, database tracking, and monitoring. This newly created integral position is necessary for UTBB to proactively pursue and achieve short and long-term strategic financial and mission goals.

Qualifications:
- Excellent analytical, verbal, and written communication skills
- Ability to perform functions of budget and grant administration to include, but not limited to:
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Primary Duties:
Perform functions of budget and grant administration to include, but not limited to:
Grants Management
• Develop and manage overall grant flow process throughout the life cycle of the grant including documentation procedures and database management as well as grant process implementation protocols, internal financial protocols, grant tracking documentation, compiling necessary data and statistics, monitoring, etc.
• Identifies and researches potential funding opportunities
• Assists Executive Director with preparing grant proposals and reports.
• Assists Executive Director with development of grant budgets and forecasts
• Work with project directors to build and monitor grant budgets.
• Coordinate with senior management to ensure an effective program and or initiative that meets or exceeds the expectations detailed in all grant agreements.
• Develop time allocation plans for assigned grants and contacts as well as participate in year-end close-out of grants and contracts.
• Provide timely grant deadline calendar reminders well in advance of all grant reporting deliverable requirements.

Finance Management
• Assist Executive Director with development of organizational budgets and forecasts.
• Prepare annual budget, provide technical support, maintain accurate accounting and documentation, and prepare documents as necessary to provide budgetary perspective.
• Responsible for creating and updating forecasts, reviewing budget vs. actual variances, identifying fundraising needs, identifying red flags as to over or underspending as well as completing budget modifications as needed.
• Work with administrative and accounting staff to ensure coding is effective, accurate, and timely.
• Manages donor appreciation program.
• Performs additional responsibilities as assigned by the Executive Director.

Compensation (additional details):
This is a full-time, non-exempt hourly position (40 hours per week). The salary range for this position is $55,000-$65,000 per year. UTBB offers a benefits package including paid time-off, retirement contribution and match, and health-insurance options. If position is remote UTBB will cover basic connectivity costs.

Work Environment:
Employee must be able to work in a flexible and fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands while seeking supervisory assistance where appropriate. Employee must demonstrate a high-level of self-motivation and feel comfortable working independently in addition to being a strong team player.

Application Process:
Interested applicants should send a cover letter and resume to Executive Director, Alannah Hurley at ahurley@utbb.org. Position application period open until filled. Questions can be emailed to Alannah or by calling UTBB’s office at (907) 842-1687.