Founded in 1944, the National Congress of American Indians (NCAI) is the oldest, largest and most representative American Indian and Alaska Native organization in the country. NCAI advocates on behalf of tribal governments and communities, promoting strong tribal-federal government-to-government policies, and promoting a better understanding among the general public regarding American Indian and Alaska Native governments, people and rights. NCAI is an Equal Opportunity Employer. For more information about NCAI, visit our website at: www.ncai.org.

ABOUT THE POSITION
Under the direction of the Vice President of Development, the Grants Manager’s essential function is to support the mission of the organization by providing grants management skills to oversee the full grant lifecycle, from application to close. The successful candidate should be proficient in grant program design and implementation, compliance and grant reporting.

RESPONSIBILITIES
- Manage the overall grant efforts of the organization to include identify and develop strategies to optimize the grants administration process.
- Provide tools for documenting the grant payments and expenditures.
- Ensure compliance with all grant laws and regulations.
- Manage grant databases.
- Oversee grant timelines and deliverables.
- In collaboration with senior staff negotiate, administer, and monitor grant contracts.

JOB REQUIREMENTS
- At least 3 years’ experience with non-profit grant management.
- Bachelor’s Degree preferred.
- Excellent project management and organizational skills.
- Strong verbal and written communication skills.
- Proficient in Microsoft Excel.
- Budgeting and accounting knowledge and experience.
- Critical and analytical thinking skills.
- Grant writing experience is a plus.
SALARY AND BENEFITS
This is a salaried position that offers competitive salary and benefits (including health benefits, 401(k) plan, vacation time, etc.). Salary to be determined based on experience.

CLOSING DATE: Open until filled.

APPLICATION PROCEDURE: Applicants should send their resume, a brief writing sample, three references, and a cover letter by email to jobs@ncai.org.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.