



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Grant Manager

Department: Fiscal

Supervised by: Chief Financial Officer

Pay Grade: E6 \$78,705 - \$110,187 Annually DOQ

FLSA: Exempt, Full Time

Position Summary: The Grant Manager/Writer is responsible for researching, developing, writing, coordinating, and managing grant opportunities that support the programs, services, and strategic initiatives of the Bishop Paiute Tribe. This position works closely with Tribal leadership, departments, and external agencies to secure funding opportunities and ensure compliance with grant requirements, reporting obligations, and program objectives.

The Grant Manager/Writer plays a critical role in supporting Tribal sovereignty, economic development, infrastructure improvement, education, health, cultural preservation, public safety, housing, and community wellness initiatives through effective grant acquisition and administration.

Indian Preference: The Bishop Paiute Tribe is an Equal Opportunity Employer within the confines of the Native American Preference and the Bishop Paiute Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

ESSENTIAL DUTIES:

1. Research and identify federal, state, local, and private grant funding opportunities applicable to Tribal programs and initiatives.
2. Prepare, write, edit, and submit competitive grant applications, proposals, letters of intent, and supporting documentation.
3. Coordinate with Tribal departments to gather data, budgets, narratives, statistics, and program information necessary for grant applications.
4. Ensures that new grant applications are written and budgeted in collaboration with actively awarded grants and accurate payroll allocations, avoiding overlaps of funding.
5. Maintain accurate records of grant applications, awards, expenditures, and reporting documentation.
6. Maintain a comprehensive grant calendar to monitor deadlines, reporting requirements, and funding cycles.
7. Assist departments with grant compliance, implementation, and performance reporting requirements.
8. Monitor awarded grants to ensure compliance with funding regulations, policies, and timelines.
9. Prepare quarterly, annual, and special grant reports as required by funding agencies.
10. Develop and maintain relationships with funding agencies, partner organizations, consultants, and governmental entities.
11. Attend meetings, trainings, conferences, and workshops related to grant funding and Tribal development opportunities.
12. Assist in strategic planning efforts related to long-term funding sustainability and program growth.
13. Provide updates and recommendations to Tribal Council, administration, and program directors regarding funding opportunities and grant status.
14. Ensure all grant activities align with Tribal priorities, policies, and applicable regulations.
15. Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.
16. Other duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

Manager of the Grant Accountants in the Fiscal Department.

EDUCATION AND EXPERIENCE:

- High School Diploma or GED required.
- Bachelor's degree in Public Administration, Business Administration, Communications, English, Finance, Tribal Governance, or related field preferred.
- Minimum of five (5) years of experience in grant writing, grant management, program administration, or related experience required.
- Demonstrated success in securing grant funding from federal, state, Tribal, or private funding sources.
- Knowledge of Tribal government operations, funding structures, and grant compliance requirements.
- Strong written, organizational, research, and communication skills.
- Ability to manage multiple projects, deadlines, and priorities effectively.
- Proficient in Microsoft Office Suite, grant management systems, and database tracking.
- Ability to maintain confidentiality and professionalism.
- Must have a valid Driver License and be insurable under the Tribe's existing automobile insurance policy.

OTHER REQUIREMENTS:

- Knowledge of federal grant regulations and reporting requirements.
- Understanding of Tribal sovereignty and Native American community programs.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must comply with the Bishop Paiute Tribe's organizational policies and laws.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

1. *Decision Making* – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
2. *Interpersonal Skills* - the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things; ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.
3. *Analytical Skills* - Ability to analyze operational, statistical and financial information and draw logical conclusions; compare and interpret facts and figures.
4. *Communication* – Ability to communicate clearly both verbally and in-writing; ability to write clear and concise reports, memoranda, directives and letters.
5. *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
6. *Time Management* – the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
7. *Detail Oriented* – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
8. *Adaptability* – the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
9. *Reliability* – the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
10. *Organized* – the individual keeps clean and organized workspace and projects.
11. *Motivated* – the individual inspires self and others about them to get the job done and follow through on tasks.
12. *Technology Skills* – Operates various word-processing, spreadsheets, accounting, HR and database software programs in a Windows environment.
13. *Safety Oriented*- Observes surroundings to maintain a safe working environment for community members and co-workers.

PHYSICAL REQUIREMENTS

To perform this job successfully, the staff member must be able to perform each essential duty satisfactorily. The demands described here are representative of those encountered while performing the essential functions of the job.

- Work is primarily performed in an office environment.
- May require occasional evening meetings, travel, and attendance at conferences or trainings.
- Extended periods of computer and desk work may be required.

I hereby acknowledge that I have read and reviewed this Job Description with my Supervisor / Manager. I also acknowledge that I have full and complete understanding of this Job Description and agree to the above noted job responsibilities/conditions.

Employee

Signature: _____

Date: _____

Manager/Supervisor:

Signature: _____

Date: _____