



## **Job Description Grant Coordinator**

<b>Department:</b>	Administration
<b>Reports To:</b>	Planning/Development Director
<b>FLSA Classification:</b>	Exempt
<b>Wage Range:</b>	10/11
<b>Work Location:</b>	On-site

### **Position Summary**

The Grant Coordinator, under the supervision of the Planning/Development Director, is responsible for the entire grant life cycle—from application development to post-award management and close-out activities. This role helps with the preparation and submission of grant applications, ensures compliance with applicable regulations including 2 CFR 200, and facilitates the management of grant funds. The Grant Coordinator collaborates with internal staff, Tribal partners, and external stakeholders to manage grant agreements, assist in drafting MOAs, and coordinate reporting and compliance activities. Additionally, the role ensures that all required close-out tasks are completed, including submitting final reports and archiving grant files. The position is located at SPIPA's Intertribal Professional Center on the Squaxin Island Reservation, near Shelton, WA.

### **Responsibilities**

#### **Grant Applications and Setup**

- Coordinate the preparation and submission of grant applications, ensuring all required materials are gathered and comply with application instructions.
- Conduct research and preparation for grant application efforts, working closely with the Tribal partners and SPIPA staff.
- Oversee grant setup processes, including start-up meetings, MOAs, and risk assessments, ensuring adherence to 2 CFR 200 and applicable regulations.

#### **Post-Award Management**

- Manage post-award tasks, including report submissions, record-keeping, ensuring accuracy and agency compliance with funder requirements.
- Collaborate with Tribal partners, and SPIPA staff to ensure all documentation is properly maintained and submitted on time.

#### **Compliance and Monitoring**

- Ensure all grant activities adhere to internal guidelines, Financial Management Manual (FMM), and external regulations, including 2 CFR 200.

- Track and manage grant amendments and extensions, ensuring all changes are documented and approved.
- Collaborate with Tribal partners, and SPIPA staff ensure all documentation is properly maintained and submitted on time.

### **Fund Development**

- Assist in fund development activities as directed, ensuring compliance with SPIPA's policies and external regulations.
- Support research and preparation for fundraising efforts, working closely with the Executive Director, Fiscal Services Director and Planning/Development Director.

### **Other Responsibilities**

- Provide general administrative support to the Planning/Development Director and team members as needed to facilitate smooth grant operations.
- Assist with the development and maintenance of internal documentation and procedures to improve grant and fund management processes.
- Stay current on grant regulations and industry best practices, to support ongoing compliance with relevant rules and standards.

The Grant Coordinator, as an employee of the South Puget Intertribal Planning Agency, is expected to collaborate and engage in a culturally humble way with all SPIPA programs to fully support the Agency's Vision, Mission, and Core Values in accordance with all Agency directives.

## **Qualifications**

### **Education and Experience**

- A Bachelor's degree in business administration, public administration, nonprofit management, or a related field is preferred, but equivalent experience in grants management or a related field will be considered.
- Two (2) to three (3) years of experience in grants management, compliance, or a related field is preferred.
- Familiarity with grant compliance regulations, including 2 CFR 200, is preferred but can be developed on the job.
- Experience working in nonprofit or Tribal organizations is a plus.

### **Skills and Abilities**

- Strong organizational and time-management skills, with the ability to coordinate multiple projects and meet deadlines.

- Strong written and verbal communication skills, with the ability to gather and organize information for grant proposals.
- Familiarity or ability to work with grant management software and basic knowledge of Microsoft Office Suite (Word, Excel); experience with MIP is a plus.
- Comfort working with tools to assist in research, writing, and organization of grant materials.
- Excellent written and verbal communication skills for reporting and coordination tasks.
- Willingness to work collaboratively with internal teams, Tribal partners, and external stakeholders.

### **Other Requirements**

- Must have a valid driver's license and be willing to travel to consortium Tribal reservations as necessary.
- Must pass a background check, including verification of education and work experience.

**Physical Abilities:** Bending at the waist; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information; seeing to read reports and data; lifting and moving small to medium size objects weighing up to 25 pounds; occasional travel to other SPIPA or tribal locations.

**Salary Range/Fringe Benefits:** Range 10/11. Benefits include medical, dental, vision, life insurance, and Agency contribution to a retirement program.

**Confidentiality:** This position will have knowledge of confidential personal information regarding others. The employee will be required to sign a Confidentiality Agreement and adhere to applicable standards.

**Equal Opportunity:** SPIPA is an equal opportunity employer. Native American preference applies in that we seek to hire qualified enrolled members of SPIPA consortium tribes, federally recognized Tribes, or Alaska Natives. Minimum qualifications must be fully met for all applicants to be considered for employment.

**Drug-free Workplace:** SPIPA is committed to providing a drug-free workplace for its employees, volunteers, and the communities it serves. This position requires successful completion of a pre-employment drug test.

## To Apply:

Complete and submit a SPIPA employment application (<http://www.spipa.org>), a cover letter describing how your qualifications align with this position, and a resume including three work related references. **"See Resume" or omitting information is not sufficient for application completion.** You may also send resume including three work related references to:

Archie Smith, Human Resources Manager  
South Puget Intertribal Planning Agency  
3104 SE Old Olympic Hwy  
Shelton, WA 98584  
[archiesmith@spipa.org](mailto:archiesmith@spipa.org)

**SPIPA Employment application is available online at <http://www.spipa.org>  
under JOBS or by calling 360.426.3990**

**Application screening will begin November 8th, 2024. Open until filled.**