



Grants Writer & Administrator

Job Information

- **Date Opened: Open until Filled**
- **Job Type: Part time**
- **Industry: Nonprofit Charitable Organizations**
- **Work Experience: 1-3 years**
- **Salary: \$31.25 - \$38.50 per hour**
- **Remote Job**

Job Description

This is a remote position based in California

About the Indigenous Stewardship Network

The Indigenous Stewardship Network (ISN) is an emerging non-profit organization created in 2022 under a Tribal Charter with the Yurok Tribe. This Native-controlled and Native-led organization was established to bring people together who are committed to advancing community health and wellbeing, traditions and cultural values through Indigenous-led stewardship. While gatherings on these important issues have occurred informally, there is a need for an organized and dedicated support system to coordinate efforts more intentionally for Indigenous land stewardship practitioners in what is colonially known as California. ISN's core programmatic focus is to establish and leverage a network to develop strategies, models, investments as well as other opportunities that strengthens Indigenous stewardship. ISN is currently in its initial growth phase and seeking a part time (20 hours per week) Grants Writer and Administrator and Administrator to establish and maintain ISNs Grant and Subgrantee Program.

Position Summary

ISN is primarily funded through grants and donations, and the Grants Writer and Administrator is responsible for creating competitive applications and managing their processes from application to final report. The ISN Grants Writer and Administrator is also responsible for management of the ISN Subgrantee Program. ISN provides subgrants to qualified recipients from ISNs block grants. Duties include pursuing and applying for large block grants, grant reporting to local, state, and federal agencies, drafting RFPs for subgrantee program, working with Program Manager on subgrantee program, and working with ISN Finance Officer on budgets, grant applications and programming.

The Grants Writer and Administrator must work collaboratively across multiple agencies and constituents, demonstrating a deep understanding of the needs of grantees, donors and other stakeholders and ensuring that those perspectives are incorporated in the grant-making process. While multiple parties may participate in the execution and oversight of the grants based on the source of funds, the Grants Writer and Administrator has accountability for actively managing execution of the grants processes in terms of proper review, approval, accuracy and timeliness, monitoring, compliance with external rules and regulations, assessing adherence to donor intent when considering grant funding sources and ensuring accuracy on all grant reporting. The Grants Writer and Administrator is accountable for the accuracy of all grant data reported internally or externally for ISN and its supporting organizations.

Work Location & Travel

This is a remote position in California, but candidates may be requested to travel occasionally throughout ISNs stewardship area and within California.

Key Responsibilities

Grants management

- Manage and maintain the ISN's daily, monthly, quarterly and annual grants Making processes to ensure proper authorization, funding and timely payment of grants.

- Work closely with ISN Program Manager in the management and disbursement of subgrantee program.
- Manage, maintain and deliver grant-related reporting for both internal and external constituencies. Legal and compliance.
- Along with the Network Director and Finance Officer, ensure compliance with relevant tax laws governing the ISNs grants and source of funding.
- Remain up to date on ISN and nonprofit best practices, grant-making guidelines and regulations, and manage and recommend changes for new and existing grant-making policies.
- Manage grant processes and systems related to ISN Grants program, from end-to-end, including implementation, maintenance and improvement of processes.
- Evaluate existing and evolving technologies and trends in the grant-making field and make recommendations for improvement.
- Work closely with the Board of Directors, Network Director, and ISN team to ensure the highest level of donor satisfaction with the grant-making process to ensure philanthropic intent.
- Work closely with ISN team to identify and allocate funding sources for ISN grant-making programs
- Work directly with donors and charitable fund advisors as needed.
- Assist Network Director as well as ISN Board of Directors in various assignments as needed.

Requirements

Qualifications

Required:

- Requires bachelor's degree or equivalent experience in a field related to the nonprofit sector, or

- Minimum of three years of relevant experience, preferably in a nonprofit or foundation environment.
- Knowledge of tribal, federal, state and local government laws and regulations regarding grant agreements and administration, including California tax laws governing charitable contributions.
- Leadership experience required.
- Proficiency with Microsoft Office suite, including Word and Excel.
- Knowledge and experience with accrual-based and nonprofit accounting systems.

Preferred:

- Previous Grant Manager experience
- Fund accounting experience
- Minimum three years' experience in grants administration and processes
- Proven ability to work successfully with Indigenous organizations and Tribes, and demonstrated commitment to promote and enhance diversity, equity and inclusion.
 - Commitment to the Network's values of accountability, collaboration, community, stewardship and trust.
 - Results oriented with superior skills in project management, organization, planning and attention to detail.
 - Strong communication, written and verbal and interpersonal skills.
 - Proactive, self-directed and reliable.
 - High sense of integrity, honesty and ethics.
 - Flexible, responsive, and collaborative work style with a strong service mentality.
 - Familiarity with nonprofit funding and associated grant-making.

Benefits

Compensation and Benefits:

- Salary Range: \$31.25 - \$38.50 per hour
- Employer provides competitive health benefits, retirement match, and vacation for **full time employees**, the Grant Writer and Administrator is part time (20 hours per week) for the first year with opportunity for full time the second year of employment with ISN.

We are committed to building a diverse team reflective of the communities we serve. Indigenous people are strongly encouraged to apply. At this time, we are only considering applicants who reside in California.

Indigenous Stewardship Network is an Equal Opportunity Employer. The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

To Apply

Please submit a resume and cover letter explaining your work experience and lived, professional, or community-based experience working with Indigenous communities.