



Urban Indian Center of Salt Lake POSITION DESCRIPTION

JOB TITLE:	GRANTS AND DEVELOPMENT MANAGER
SALARY:	\$52,000-\$62,000/YR (depending upon credentials & experience)
APPOINTMENT:	FULL TIME (EXEMPT)
SCHEDULE:	M-F 8:30 am-5:00 pm (occasional weekend and evening)
SUPERVISORY:	NO

The mission of the Urban Indian Center of Salt Lake is: “Serving *The People* by honoring Native cultures, strengthening health and wellness programs and cultivating community.”

SUMMARY OF WORK:

The Urban Indian Center of Salt Lake (UICSL) Grants and Development Manager works to support the Executive Director in facilitating a robust fundraising operation for the organization through grant writing and management. The ideal candidate should be an excellent writer and compelling storyteller, have some familiarity with fundraising, and feel comfortable working on a variety of fundraising tactics, including but not limited to grant writing, and spearheading our agency annual fundraising event. Must be extremely detail-oriented, and able to track across numerous grants and reporting requirements.

DUTIES:

Composes the UICSL grants that fund the agency. The Grants and Development Manager is under the direct supervision of the Executive Director. Reports to the UICSL Board of Director quarterly with a progress report of each grant. The Grant Writer/Administrator researches grant opportunities to support all areas and operations of the Urban Indian Center of Salt Lake.

RESPONSIBILITIES:

- Development, preparation, and administration of grant funding and donor sponsorship proposals for the UICSL.
- Oversees grant submissions including writing concept papers, proposals and documentation to connect the UICSL with established funding programs.
- Leads all efforts related to the planning, writing, securing and managing of all grant funding throughout the organization, and serves as the liaison to all grant funding agencies.
- Assisting UICSL staff with meeting reporting deadlines and tracking fund balances.
- Work with UICSL Executive Director to determine what grants and funding sources to apply for.
- Assist UICSL Program Directors in identifying potential grants, other funding opportunities and preparing applications and proposals.
- Organizes, implements and oversees grant writing activities that include government and solicitation applications and proposals for a total budget goal.
- Manage grant compliant process to ensure that all funding requirements are met and follow-up reports are being submitted to funders.
- Consult with the UICSL Executive Director to determine how the grant and funding schedule should be implemented.
- Prepare and track all grants and funding proposals that the UICSL utilizes.
- Prepares Press Release for all Grant and Funding Awards.
- Responsible for updating and managing Grant Compliance Tracker.
- Provides basic health education, including health promotion and disease prevention (HP/DP) education.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of applicable federal and state laws, regulations, and requirements.

- Knowledge of communication principles, media and marketing techniques.
- Knowledge of technical writing techniques.
- Skill in organizing resources, attention to detail and establishing priorities.
- Skilled in researching and multi-tasking.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Skill in excellent writing, proper use of grammar, proofreading and editing.
- Skill in operating business computers and office machines, including software use such as Microsoft Office, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Ability to work independently and be pro-active.
- Ability to persuade and influence others.
- Ability to communicate effectively, both orally and in writing.
- Ability to understand the project requirements, the organization, departments and its functions.
- Ability to handle highly confidential matters with discretion.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Communications, English, Marketing
- Minimum 2 years' experience in grant writing.
- Demonstrated ability to write successful grant proposals.
- Experience in a non-profit organization
- Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint)
- Knowledge of and a genuine respect for American Indian/Alaska Native values, customs, and practices.
- Must have valid Utah driver's license or ability to obtain upon hire.
- Must have a clean driving record and ability to be insured on UICSL auto policy.
- Must have a clean criminal background report.

All positions at the Urban Indian Center of Salt Lake have the responsibility to carry out functions to maintain inspection and survey readiness, participate in Quality Improvement initiatives, as well as assist in and/or provide education for health promotion and disease prevention. UICSL supports a safe, healthy and drug-free work environment through criminal and caregiver background checks, UICSL maintains a drug & smoke-free environment.

This is a general outline of the essential functions of this position and shall not be construed as an all-inclusive description of all work requirements and responsibilities. The employee may be required to perform other job-related duties as requested by the designated work leader(s). All requirements are subject to change over time.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, pregnancy or pregnancy-related related conditions, age (40 and over), or any other characteristic protected by applicable federal, state or local laws.

**Indian hiring preference may apply to some positions (as defined in Title XXV, US Code Sections 44-46, 42 U.S.C. (2000e-2 li) and 474.) For the purposes of the Urban Indian Center of Salt Lake, Indian Preference Policy, "Indian" shall mean "any member or descendant of a member of a federally-recognized tribe." Applicants must meet the established minimum qualifications in order for Indian preference to apply. Candidates will be required to furnish documentary evidence of their qualifications for Indian preference.*