



Yurok Tribe

Job Description

JOB TITLE:	Funding Manager		
JOB GRADE:	11	REPORTS TO:	Fisheries Director
STATUS:	Exempt	LOCATION:	All Areas
DEPARTMENT:	Fisheries	DIVISION:	Natural Resources
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$67,516.80-\$88,088.00		

POSITION SUMMARY:

The Fisheries Department Funding Manager reports to the Fisheries Department Director. The incumbent is responsible for identifying, assessing, monitoring, and developing reports and internal technical assistance at a management level on grant projects from start to finish based on specific grant regulations, required reporting, budget expenditure status, and all Yurok Tribe applicable policies. Incumbent will be responsible to coordinate and communicate between the Fisheries Department Programs, the Executive Division, the Grants and Contracts Compliance Officer, and the Fiscal Department as needed throughout the lifecycle of a grant award regarding reporting and financial requirements. The incumbent will be responsible for familiarizing themselves with the specific terms and conditions of each award, funder rules and regulations, and the Yurok Tribe's Grants & Contracts Policy & Procedures. Incumbent will work with Fisheries Department Program Managers to develop individual monitoring plans, corrective action plans, reconcile expenditures in accordance with federal cost principles, as well as provide administrative assistance to the Fisheries Department Director for all grants and contracts in Post-Award and Closeout phases including budget monitoring, project reporting monitoring and reconciliations (Indirect Costs, Match, and Expenditures).

DUTIES AND RESPONSIBILITIES:

1. Review and monitoring grant awards for effectiveness and efficiency in grant compliance, financial and required regulations and standard terms and conditions of grants and Tribal policies.
2. Develop grant project monitoring plans and corrective action plans with all grant projects throughout the year to ensure that operational, accounting, and financial information provided compliant to regulations. Design and perform grant specific technical assistance that aims to build internal grant management capacity and to address specific grant corrective action plans.
3. Stay abreast of developments in governmental accounting and reporting standards and lead implementation and staff training efforts.
4. Work in conjunction with the Grants and Compliance Office to develop processes and procedures to accommodate new operations and activities as well as to improve grants and compliance efficiency. Reviewing grant expenses and activities in compliance with grant terms and conditions, monitoring reporting deadlines Monitoring grant budgets and working with department directors to ensure that funds are neither over nor underspent is also a duty of this position.
5. Assist Program Managers with grant development activities as necessary.
6. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. Bachelor's degree in related field with four years job specified experience. Employee must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.

2. Candidates with equivalent combinations of education, training and experience will be considered.

SUPERVISORY RESPONSIBILITIES:

This is not a supervisory position.

MINIMUM QUALIFICATIONS:

1. Four years of experience in grant project management or other relevant areas of expertise.
2. At least 3 years of experience must be in budget tracking, accounting, or internal audit.
3. Proficient with Microsoft Office applications including Word, Excel, Outlook and PowerPoint as well as financial accounting software.
4. Strong critical thinking and problem-solving skills, with the ability to think strategically.
5. Excellent organizational and management skills, with excellent attention to detail and ability to multi-task.
6. Exceptional analytical skills, good judgment, and the ability to present information and ideas clearly and succinctly to financial professionals and non-professionals is essential.
7. Strong interpersonal skills and ability to work in a cross functional team environment.
8. Experience in the grant writing field is desired.
9. Be able to work in a diverse cultural setting due to the sensitive nature of the position.
10. A background in the natural resources funding environment is desired.
11. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.

LANGUAGE SKILLS:

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____, (print name), acknowledge receiving a copy of this job description and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

Employee Signature

Date

Employee #

Supervisor Signature

Date

