



FAIRBANKS NATIVE ASSOCIATION, INC

Job Description

Job Title: Senior Grants Specialist
PCN: M605
Level: Level 6 Management-Senior Manager
Status: Exempt
Position Reports to: Executive Director

"This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice. FNA is an at-will employer."

Job Summary: This position oversees Planning & Development Department functions and staff. Responsible for preparing and/or overseeing all new grants or contract proposals issued by organization. Coordinates or conducts annual needs assessments by department or organization-wide. In collaboration with Directors and/or Coordinators of FNA Programs, plans and writes grant proposals to federal, state, and local agencies as well as foundations. Researches and analyzes information and data for proposals.

Essential Functions:

Oversees Planning & Development Department administration and planning.

Supervises Planning & Development staff.

Works in collaboration with program directors to plan, develop, and write proposals.

Provides technical assistance to program directors on grant announcements, request for applications and request for proposals.

Provides technical assistance to program directors and/or staff to develop continuation proposals.

Provides public relations, networks, and builds rapport with funding, governmental and community agencies.

Maintains grant schedule for continuation and new funding proposals.

Writes quality grant proposals in consultation and collaboration with Program Directors/ Coordinators meeting proposal deadlines and submits to funding agencies.

Assists programs with the development (rewriting and analysis) and resubmission of continuation proposals.

Organizes grant-writing process; researches, analyzes, and synthesizes information; and writes, revises, and edits proposals that can be up to but not limited to 100 pages long.

Conducts needs assessments, analyzes data, reviews budgets, and prepares written reports.

Researches, collects, and stores demographic and statistical information.

Develops procedures and protocols for grants.

Participates in corporate, departmental, and community planning sessions.

The incumbent of this position must work well under pressure, meeting multiple and conflicting deadlines. The incumbent shall at all times demonstrate cooperative behavior with colleagues, supervisors and clients.

Performs other job-related duties as assigned.

Specifications:

Qualifications:

Bachelor's Degree in field of study requiring extensive writing, research, or communication.
Master's Degree preferred.

Minimum of three (3) years of experience writing successful grant proposals and research-intensive work with a funding ratio minimum of 40%.

Documented professional experience in grant writing, research and/or evaluation, non-profit program development, fundraising and/or management preferred.

Strong analytical, research, and organizational skills; ability to write clearly and persuasively; comfortable working under deadlines.

Strong communication (written and verbal), interviewing and interpersonal skills, and the ability to work as a team member.

Strong understanding of, and sensitivity to, diverse cultures and lifestyles, with the ability to work effectively with Alaska Native populations.

Continued employment status will be contingent upon satisfactory completion of the pre-employment drug testing process.

A combination of experience, education, and training that provides the required knowledge, skills, and abilities may substitute for degree requirement.

Driving Requirements:

This position will (or may) require you to frequently (or incidentally) drive your personal vehicle for FNA business. In order to drive your personal vehicle for FNA business an individual must provide a copy of their current Alaska Driver’s License and a copy of their proof of personal liability insurance. No employee may transport a FNA client in a personal vehicle.

Physical Demands:

This position is classified as sedentary for the estimated overall strength requirement to successfully perform the work; however, the position requires the ability to open and close filing drawers, carry/transport materials weighing up to 20 lbs., compile documents, and run departmental errands within and outside of the office. A majority of the position’s time will be spent in the office.

Working Conditions:

Works in an environment where confidentiality is essential.

Stress level is considered high at critical deadline times.

Local travel by automobile is required. This may involve intermittent exposure to extreme weather conditions as well as the typical hazards associated with the operation of a motor vehicle in bad weather.

May include some irregular, nighttime, and weekend schedules.

Contacts:

Position requires a high degree of personal contact with employees of the Accounting Department, other FNA staff, auditors, vendors, insurance representatives, funding agency representatives, Executive Director, and the Board of Directors as well as other public and non-profit groups.

I, _____, have received, reviewed and completely (Please print name)	
understand the entire contents of this job description.	
_____	_____
Signature of Employee	Date
_____	_____
Signature of Supervisor	Date