

ALL MISSION INDIAN HOUSING AUTHORITY

27368 Via Industria, Suite 113, Temecula, CA 92590



Job Description

Grant Management Specialist

Summary

The Grants Management Specialist essential function is to support the mission of the organization by providing grants management skills to oversee the full grant lifecycle, from implementation to close. The successful candidate should be proficient in grant program design and implementation, compliance, and grant reporting.

Salary Range: \$62,400 to \$72,800 annually

Job Type: Full-time

Essential duties and responsibilities

- Handle all aspects of Grant administration including developing Policies & Procedures based on Grant Program Guidance.
- Create forms for grant programs.
- Perform Case Management of participant applications for assistance.
- Process Purchase Orders in software system
- Verify information on applications for assistance according to grant program guidance.
- Set up/Collaborate with vendors to set up payments with utility companies, mortgage/banks, property management, and landlords.
- Maintain files and documentation thoroughly and accurately in accordance with company policy and program guidance.
- Create grant budgets and monitor expenditures and balances with emphasis on allowability and prevention of overspending.
- Organize active outreach with the tribal communities.
- Collaborate with Tribal Governments regarding participant verifications, documentation of residency, enrollment, etc.
- Prepare monthly, quarterly, and annual Reports and Project Progress status reports to Executive Director and Board of Commissioners
- Coordinate the on-time submission of reports, evaluation and communications to the Dept of Treasury or other funding agencies as required.
- Respond to participant inquiries, verify submitted information, timely notification to participants and or vendors.
- Demonstrated ability to perform under circumstances of possible emotional stress and conflict, including dealing with un-cooperative participants.
- Prepare correspondence to staff, participants, organizations, government agencies.
- Establish and maintains positive, productive relationships with employees, participants, Tribal Governments and tribal officials, vendors, non-profit organizations, and other organization contacts.
- Prepare Power Point presentations
- Other duties as assigned.

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Qualification requirements

- Associates Degree or equivalent from a two- year college or technical school
- Knowledge of basic contract management, procurement and accounting procedures and software
- Knowledge of case management
- Experience working with sovereign Tribal Nations or Alaska Native communities and awareness of Native American Culture
- General math skills and ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication, and division quickly and accurately.
- Proficiency in Microsoft Word, Microsoft Excel, Outlook, Power Point,10-Key by touch
- High degree of accuracy, attention to detail and confidentiality
- Ability to write and prepare professional letters, emails, reports, and correspondence.
- Excellent data entry and record keeping skills.
- Excellent analytical and problem-solving skills
- Effective verbal, listening and written communication skills.
- Effective organizational, stress and time management skills
- Demonstrates a sense of urgency and ability to meet deadlines.
- Ability to work independently or as a team member with emphasis on accuracy and timeline.
- Professional attitude and reliable
- Knowledge of 501(c)3
- Must be able to pass criminal background check.

Experience Required:

- General office experience: 5 years
- Accounts Payable: 5 years
- Grants Management: 5 years

Work authorization:

- United States (Required)

Work Location:

- Temecula, Ca

Benefits offered:

- Paid time off
- Parental leave
- Pension 401K
- Health Insurance
- Vision Insurance
- Dental Insurance
- Life Insurance

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Health and Safety- COVID-19 considerations:

We are doing everything we can to keep our team and customers safe. This means individual offices or widely spaced workstations, regular cleaning, masks and hand sanitizer, and work from home options, when possible.

COVID-19 Precaution(s):

- Remote interview process
- Personal protective equipment provided
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place

How to Apply

Submit cover letter, resume, salary requirement and three (3) references to dskallerud@amiha.org
This position is open until filled.

All Mission Indian Housing Authority (AMIHA) is an equal opportunity employer applying Native American Preference as defined in Section 7(b) of the Indian Self-Determination and Education Act.