



Employee Job Description		
Position Title: Grant Specialist		
Position ID #		
Facility: St. Croix Tribal Health Clinic		
Job Family: Health and Human Services	Comp Grade: M-1	Status: FT

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary:

The Grant Specialist/Coordinator reports to the Health and Human Services Director and is responsible for coordinating the pre-award planning, organization, preparation, and the post-award administration of various grants. This position will interact with project managers and administrative staff to ensure that grants are compliant with regulatory, funding agency, and policy requirements, as well as provide guidance and support to Health and Human Services in the identification and development of grant opportunities. Tasked with planning and implementing grant programs, preparing budgets, research, funding opportunities, supervising grant staff, monitoring expenditures. Identifying support agencies, tracking results and analyzing financial data.

Essential Functions:

- Work with leadership to identify areas of greatest community healthcare needs and funding priorities
- Collaborate with staff, and plan and organize all information necessary to develop, prepare and submit grant applications for funding opportunities
- Produce proposals and managing grants and other funding awards, including federal grants
- Interpret financial data and preparing budgets and financial grant reports, statements and/or projections
- Other duties as assigned

Grant Specialist Job Duties:

- Produce detailed grant progress reports for large awards
- Organize/Implement grants management system
- Maintain all grant program documentation
- Financial monitoring of grant programs including expenditure and remaining balance information
- Evaluate all grant budgets and analyze all costs according to budget
- Oversees planning and reporting of all grant activities
- Devise/Develop/Conduct statistical analyses and reports
- Any other duties assigned by supervisor

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Type of Supervisory Responsibilities: Supervising and assisting staff in monitoring their grants and submissions.

Supervisory Responsibilities: Conducts training, implements and enforces systems, enforcing organization standards and adhering to legal regulations.

Directly Reporting to: Health and Human Services Director

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Scope and Complexity:

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of business operations and practices.

Physical Demands/Environment Factors:

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 50 pounds.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel.

Minimum Qualifications

- Proficiency level typically gained through a combination of some college and work experience.
- Must demonstrate ability to assess customer and business needs and formulate plan of action. Able to identify potential issues and proactively contain and manage challenges.
- Requires basic to intermediate level computer skills and ability to access information in meaningful ways.
- Requires skill in conflict resolution and team building.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Requires effective presentation, verbal and written communication skills.
- Needs commitment to timeliness and attention to detail for acceptable customer service.
- Excellent writing skills.

Preferred Qualifications:

- Bachelor's Degree or an equivalent combination of education and relevant work experience preferred
- Excellent project management skills with experience managing and coordinating administrative projects across multiple team members
- Excellent organizational skills with ability to prioritize work and resources, meet deadlines and produce quality results on time with attention to detail
- Excellent verbal and written communication skills
- Knowledge of grant funding policies and procedures and applicable local, state, and federal regulations
- Ability to determine informational needs, and to collect and analyze information
- Skill in the use of personal computers and related software applications, including database management skills
- Knowledge of federal, state and/or community funding sources and mechanisms including potential sources of health-related funding
- Understanding of the organization's overall business and its objectives
- Possess strong knowledge of planning and strategizing financial and budgeting issues
- Ability to meet deadlines and work in a deadline-driven environment
- Intermediate to advanced skill level in Microsoft Office

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date
	Brenda Brandt	<i>Brenda Brandt</i>	1-11-2022
	Supervisor Printed Name	Supervisor Signature	Date

*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.