

ARCTIC SLOPE NATIVE ASSOCIATION
JOB VACANCY ANNOUNCEMENT

Opening Date:	January 15, 2018	Closing Date:	Until Filled
Position:	<u>Grants Writer & Development Manager</u>	Reports to:	Vice President of Administration
Salary/Wage:	\$87,846 DOE	Department:	Administration
Hours:	Monday – Friday; 8:00 a.m. – 5p.m.	Location:	ASNA

Brief Summary:

Researches, writes, prepares and submits grant proposals for the Arctic Slope Native Association, Limited. Works with the department managers to assure the organization's compliance with existing grant and contract requirements. Responsible for financial and accounting activities of federal, state, and private grants; cooperative agreements; contracts-particularly in the areas of expense oversight; reimbursement requests-including the payment management system; account/grant report reconciliations; grant financial reporting; and working with the Accounting Manager and departmental grant administrators to complete budget and grant reporting requirements. This position will also work closely with the ASNA leadership team on the development of the organization's long-term vision and the overall strategy of the organization.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Desired Knowledge, Skills and Abilities:

Working knowledge of the foundation world engaged in health and social services.

Understanding of the not-for-profit world and the fundraising skills and approach needed in this environment.

Demonstrated ability to communicate and write accurately, clearly and concisely; excellent presentation skills.

Demonstrate thorough knowledge of the organization's history, mission, services and organizational structure.

Review, organize, and maintain all grant agreements and develop a working knowledge of the active grants.

Manage and maintain financial tracking for all ASNA and SSMH grants in close coordination with the grant administrators and accounting.

Reviews grant expenses for compliance with federal regulations, coding, and budget constraints.

Train and advise staff on procedures such as travel, procurement, purchasing, and other grant requirements.

Assist accounting and the grant administrators with the processing of cash requests, monthly reconciliations, and other administrative tasks.

Develop, implement, review and revise related policies and procedures.

Review expenses to ensure accuracy, compliance, and completeness.

Work closely with the Accounting Manager on departmental administrative tasks as needed.

Excellent analytical and mathematic skills.

Express excellent judgment, discretion, and decision-making.

Maintain thorough documentation.

Demonstrate the ability to handle multiple assignments, balance priorities, and make decisions quickly.

Manage competing demands; able to deal with frequent change, delays or unexpected events.

Demonstrated ability to develop and maintain quality indicators.

Maintain confidentiality.

Support ASNA's mission and goals; follow all policies and procedures.

Demonstrate knowledge of Joint Commission standards applicable to all services provided within the department.

Proficient skills in the use of computers; Applications used: Microsoft Word, Excel, and Publisher.

Education and Experience

Minimum five years of program planning, administration, public administration or grants administration experience required.

A Bachelor's degree in Business Administration, Communications, or Health Profession is preferred.

Three to five years of hospital/clinic experience preferred.

An equivalent combination of relevant education and/or training may be substituted for experience.

Prior experience working in Tribal Health care or other tribally affiliated organization preferred.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.
PO Box 1232 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.