

PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applications for the following position:

OPENING DATE: 5/15/2024

CLOSING DATE: 5/28/2024

DIRECTOR OF GRANTS AND CONTRACTS

JOB STATUS:

DIRECTOR OF GRANTS AND CONTRACTS
Career Field: Administration
Pay Range: \$31.38 – \$43.64 per hr.
Category: B
Status/Term: Full-time, Exempt

LOCATION:

Penobscot Nation
Administration
Classification: Full-time
12 Wabanaki Way
Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED:

A bachelor’s degree in business related field with emphasis on management and/or accounting required.
Supervisory experience required.
Previous experience with non-profit contractual and compliance and government contracts required.
Previous experience in grants management and reporting required.
Ability to communicate clearly in writing and speaking.
Ability to organize and implement accountability systems for government compliance.
Knowledge of computer usage.
Indian Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

HOW TO APPLY:

- Applications available at the Human Resources Office or in the Secretary’s Office at the Nick Sapiel Building, Indian Island, Maine. Applications are also available at www.penobscotnation.org
- Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-opportunities>
- Submit completed applications and resume along with certifications to Human.Resources@penobscotnation.org
- For further information, call 817-7306 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

Position Title: Director of Grants and Contracts

Department: Tribal Administration

Reports To: Tribal Chief and Tribal Administrator

Rate of Pay/Category: \$31.38 - \$43.64 / B

Status/Term: Full-time, Exempt

JOB SUMMARY:

This person is responsible for the overall effective and efficient performance of the Grants and Contracts Department of the Penobscot Nation. The Director communicates with Directors of all departments to discuss department management on both programmatic and financial management of their programs. Assist in contract or grant preparation to the fullest. Overall monitoring of all contracts; including financial compliance and preparation of financial data to be submitted to IHS-Nashville program Office.

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. To organize the Grants and Contracts Department to perform at its maximum capabilities.
2. To monitor all PL-94-638 government contracts and all other fellowship grants and contracts which the Penobscot Nation shall enter into to stay within programmatic and financial compliance.
3. To review all expenditure requests prior to going to finance for allowable cost monitoring and compliance.
4. To authorize purchase orders for our chases made on contract or grant funds.
5. To assist the directors in the overall management of their programs or any specific situation in a program at the request of the director.
6. To assist directors in the development of contract/grant proposals using a team approach.
7. To work with the grant specialists within the departments to ensure compliance and system access requests.
8. Prepares and manages the General Fund, and Indirect Cost Fund Budgets and other program budgets as necessary.
9. Leads the Budget Committee with the management and periodic review of budgets.
10. To be the liaison for directors and funding agencies, keeping both informed of progressive changes.
11. Maintaining a centralized contract/grant file containing all pertinent grant information, actual grant, modifications, all communications, budget information, reports, and other data.
12. To submit all required reports and other special correspondence to the designated offices as described in the contracts/grants in a timely manner.
13. To report all information concerning availability of funds to the appropriate departments.
14. To submit monthly reports to the office of the Tribal Chief and Tribal Administrator as well as weekly progress notes.
15. To maintain financial compliance and the discreet coordination of the IHS financial reporting system.
16. To work with the grant program coordinator to monitor and review all IHS expenditures as well as BIA budgeting and other contacts for financial compliance.

17. To report the monitoring results to both Director of IHS and the Tribal Chief and the Tribal Administrator.
18. To prepare necessary monthly financial data for the IHS program to be submitted to HIS-Nashville.
19. Work in-sync and maintain working relationships with contracted grant writers for the Penobscot Nation to ensure they have access and needs to support respected departments.
20. Interacts harmoniously and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.
21. Conforms to acceptable attendance/punctuality standards as expressed in the Employee Handbook.
22. Other related duties as assigned.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS: (education required/preferred, skills required/preferred, years of experience required/preferred)

A bachelor's degree in business related field with emphasis on management and/or accounting required.
Supervisory experience required.
Previous experience with non-profit contractual and compliance and government contracts required.
Previous experience in grants management and reporting required.
Ability to communicate clearly in writing and speaking.
Ability to organize and implement accountability systems for government compliance.
Knowledge of computer usage.
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LICENSES/CERTIFICATES/REGISTRATIONS: (driver's license, professional licensing/certification)

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (physical requirements of position, job environment/conditions)

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request