

# NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD JOB POSTING – GRANTS SPECIALIST

<b>Job Title:</b>	<b><i>Grants Specialist</i></b>	<b>Status:</b>	Exempt Employee
<b>Department:</b>	NPAIHB / NW Tribal EpiCenter	<b>Classification:</b>	Full-Time Regular w/benefits
<b>Reports to:</b>	NPAIHB Administrative Officer & Director, NW Tribal EpiCenter	<b>Location:</b>	Portland, Oregon
		<b>Starting Salary Range:</b>	\$52,500 - \$58,000

**POSTING PERIOD: JULY 6 – 20, 2012**

## **Job Summary:**

The Grants Specialist (GS) plays a critical role in the overall funding health of the Board by providing a point person through which all grants are submitted, thus providing a standardized grant process, and streamlined efforts across the organization. The GS will encourage the ongoing development and submission of grants that advance the mission of the NPAIHB and the *Tribal EpiCenter*. The GS will serve as the grants liaison and work collaboratively with NPAIHB staff, external partners, and funders to produce competitive grant applications. The GS will ensure that specified requirements are addressed thoroughly and all aspects of each application are completed and submitted on time. The GS will ensure a high-level of excellence and completion of written materials produced by the Board. The GS will provide ongoing research of funding opportunities for the entire NPAIHB, as well as member Tribes. The GS will work directly with the Fund Accounting Manager on post-award monitoring, reporting, and submissions.

## **Knowledge, skills and abilities required:**

This position requires extensive knowledge of grant funding, including identifying appropriate funding opportunities within agencies such as the National Institutes of Health, the Centers for Disease Control and Prevention, as well as private foundations. The GS must be familiar with the online federal grant submission processes. The GS must be able to interpret RFA/RFPs, provide expertise on all aspects of the submission process, coordinate proposal efforts across the NPAIHB, as well as with partnering collaborators. The GS will demonstrate a high level of proficiency in technical editing and writing. A general interest in public health, health promotion, disease prevention or health research is desirable. The GS must be proficient with the use of routine office software, such as Microsoft Word, Excel, Publisher, Outlook and PowerPoint, as well as Adobe Acrobat.

## **Essential Functions**

### ***1. Proposal Development:***

- Manage all aspects of the proposal development process
- Serve as the liaison and facilitate collaboration with NPAIHB staff, collaborating investigators, consultants, subcontractors, evaluators, Northwest Tribes, funding agencies, and all other contributors to organize and produce high quality competitive applications and reports.
- Facilitate regular grant opportunity meetings.
- Design proposal outlines.
- Review funding announcements to interpret guidelines, agency policies, technical, financial, and administrative requirements.
- Maintain an updated calendar for grant applications/proposals submission and reporting timelines.
- Design and develop simple and complex grant budgets and justifications as needed.

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- Organize and compile all components of proposals, ensure that all requirements are addressed thoroughly, and review overall application for accuracy and completeness.
- Finalize all outgoing applications and submit to funding agencies (online and hard copy submissions).
- Provide grant application-related training as needed.

### **2. Grants Administration:**

- Maintain well organized filing systems for all grant application-related supporting documents, as well as required documentation in compliance with NPAIHB and funding agency requirements (electronic and hard copy), and ensure secured archived files.
- Provide assistance to NPAIHB staff regarding grant application-related tasks, including budget monitoring and modifications as projects progress, grants close out, as well as various funded project issues.
- Assist with startup of newly funded grants, including review of all grant awards, response to follow-up documentation, determine future grant requirements, and enter relevant information into grants database.
- Monitor grants.gov and NIH policy and guideline changes; and update NPAIHB staff and Tribes with current information.
- Review all Notice of Awards Conditions with appropriate project director and Fund Accounting Manager.
- Meet with funding agencies and participate in project site visits to discuss project progress, opportunities, and barriers.

### **3. Editing and Technical Writing:**

- Review and edit documents for NPAIHB and *Tribal EpiCenter* projects, including grant applications, progress reports, final project reports, informational brochures, training manuals, IRB submissions, project/research protocols, policy and budget analysis, and other related documents.
- Write, design, and organize templates for grant proposals, continuations, letters of intent, letters of support, and general grant-related correspondence.
- Miscellaneous editing and writing projects as assigned.

### **4. Funding Research:**

- Search for appropriate funding opportunities that align with the priorities prescribed by member tribes for the NPAIHB, the *EpiCenter*, as well as Northwest Tribes.
- Notify NPAIHB staff of appropriate funding opportunities that support their specified interests in order to continue funding stability.
- Produce monthly funding report for distribution to member tribes, as well as provide grant application-related technical assistance as needed.

### **5. Other duties:**

- Provide technical assistance to partnering organizations and collaborators.
- Support various development and marketing efforts as needed.
- Provide evaluation support to projects as needed.
- Perform literature searches related to grants and proposals as needed.

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- Prepare a Monthly Activity Report (MAR) and provide to the EpiCenter Project Director at the end of each month.

## **Additional Functions:**

- Performs other duties and assignments as directed by the Management Team.
- Participate in NPAIHB activities on a regular basis.

## **Standards of Conduct:**

- Maintain the highest level of confidentiality with all NPAIHB information and documentation.
- Consistently exhibit professional behavior and the high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position.
- Consistently display professional work attire during normal business hours.
- Effectively plan, organize workload, and schedule time to meet workload demands.
- Maintain a clean and well-organized office environment.
- Expected to exercise judgment and initiative in performance of duties and responsibilities.
- Work in a cooperative manner with all levels of management and with all NPAIHB staff.
- Treat NPAIHB delegates/alternates and Tribal people with dignity and respect and show consideration by communicating effectively.
- Participate willingly in NPAIHB activities.
- Abide by NPAIHB policies, procedures, and structure.
- Research and, with the approval of supervisor, attend trainings as needed to improve skills that enhance overall capabilities related to job performance.

## **Qualifications:**

- Bachelor degree required, preferably in the area of Arts and Sciences, or the equivalent of at least two years of proven experience in providing technical writing and grant coordination.
- Exhibit excellent writing skills (providing sample of written work), including good grammar and spelling skills.
- Highly organized and motivated to carry out responsibilities with a minimum of supervision.
- Knowledge of and experience in proof reading and editing technical reports.
- At least two years experience working with tribal communities or a tribal (or other Indian) organization preferred.
- At least two years proven experience working with federal, state, tribal, and/or other agency grants and grant submission.
- Advanced user in Microsoft Office package, Microsoft Publisher and Adobe PageMaker, or similar desktop software.
- Experience in producing organizational promotion or informational materials (providing samples of work).

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- A strong and demonstrated record for good attendance.
- A friendly, courteous manner to effectively work with tribal representatives, NPAIHB staff; and the general public.

### **Typical Physical Activity:**

**Physical Demands:** Frequently involves sedentary work: exerting up to 10 pounds of force and/or a negligible amount of force to lift, carry, push, pull or otherwise move objects, including the human body.

**Physical Requirements:** Constantly requires the ability to receive detailed information through oral communications, and to make fine discrimination in sound. Constantly requires repetitive movement of the wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks. Occasionally requires standing and/or sitting for sustained periods of time. Occasionally requires ascending or descending stairs or ramps using feet and legs and/or hand and arms. Occasionally requires stooping which entails the use of the lower extremities and back muscles. Infrequently requires crouching.

**Typical Environmental Conditions:** The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

**Travel Requirements:** Local travel is infrequently required. Overnight travel outside of the area is infrequently required.

**Disclaimer:** The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and or skills required of all personnel so classified.

Except as provided by Title 25, U.S.C. § 450e(b), which allows for Indian Preference in hiring, the NPAIHB does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, sexual orientation, politics, membership or non-membership in an employee organization.

**Applications can be found online at [www.npaihb.org](http://www.npaihb.org)**

**SEND RESUME AND APPLICATION TO:**

**Bobby Puffin  
Human Resources Coordinator  
2121 SW Broadway, Suite 300  
Portland, Oregon 97201  
FAX: (503) 228-8182  
Email: [bpuffin@npaihb.org](mailto:bpuffin@npaihb.org)**