



Eastern Band of Cherokee Indians

GRANTS ANALYST

Position Description

Program:	Budget & Finance	Reports to:	Manager - Grants
Division:	Treasury	Position Number:	989637511; 989637512; 989635718; 989637519
Classification:	Exempt	Revision Date:	10/01/2022
Pay Level:	14	Safety Sensitive:	No

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EB CI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

Assists in the identification, application, administration and compliance monitoring, and closeout of federal, state and local grants and contracts on behalf of the Eastern Band of Cherokee Indians. Maintains strong working relationships with management, colleagues, Tribal Programs, Tribal Leadership and granters in order to effectively identify grant and contract funding opportunities that are in line with identified Tribal priorities, goals and objectives. Assists programs in the writing of grant applications, receives notifications of award, assists in the tracking of awarded grants and contracts, assists in the preparation of reports for grants and contracts, and the closeout of grants and contracts.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Applies managerial and administrative practice toward the Tribe's grant and contract application, administration, and compliance functions.
- Works closely with the Tribal Programs to ensure accurate, timely, and required grant and contract reporting information is collected, analyzed, and properly reported to granting agencies and for Tribal reporting requirements.
- Upon approval and funding of grants or contract proposals, completes orientations with programs to review required guidelines.
- Conducts quarterly grant reviews of programs to evaluate fiscal integrity and financial capability for numerous programs, flagging areas where budget modification is warranted. Obtains Directors' and/ or Managers' written explanations of deviations and assists with recommended action.
- Assists with design and upkeep of file systems and databases of all grants/contracts that are applied for by the Eastern Band of Cherokee Indians. That information is stored and will provide grant related data and assist with the integration of this information to other Tribal entities when applicable to provide prospective grant plans and status reports.
- Coordinates in-depth research and prepares application packages for Federal, State and non- profit foundations designated agencies directed at projects that have been identified in line with Tribal priorities, goals, and objectives.
- Provides direction for the research and maintenance of current grant information relative to the status and needs of the Eastern Band of Cherokee Indians.
- Assists in the identification of all available grant and contract resources and seeks grant and contract funding for these prospective projects through private, State, Federal, and Local offices, and organizations.

Position Description

- Provides expertise in the writing and preparation of various grant applications, grant development issues, grant research, and analysis.
- Monitors compliance of current grant awards with regard to codified Tribal, State, and Federal regulations.
- Develops, coordinates, and maintains a professional relationship with other Tribal Programs providing technical support, information and assistance directed at the expansion of services or improved efficiency of program operation.
- Reviews and responds to comments when the Tribe is denied a grant or contract, to help produce a favorable result for future applications.
- Maintains all reports, records, files, and logs as required.
- Performs all duties according to established Tribal policies and procedures.

Scope of Supervision:

This position is supervised by program leadership. This position is not responsible for supervising others.

MINIMUM MANDATORY QUALIFICATIONS

- Experience:** Two (2) years of related experience required.
- Education:** Bachelor's Degree in Accounting, Finance or Business related field required.
- Licenses & Certifications:** Valid, insurable NC Driver's License required.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Must have a thorough knowledge of the Tribal goals, commitments, policies, and objectives.
- Must be knowledgeable of the fiscal requirements, policies and procedures of grants and contracts.
- Requires skill in the use of a computer, calculator, typewriter, copier, scales, maps, and related office equipment.
- Must have skills and experience with Microsoft Office (including Word, Excel, and PowerPoint), other appropriate software applications, and the Internet.
- Must have good math skills and effective communication skills, both written and verbal.
- Requires the ability to research, compile and analyze data to prepare a variety of summaries, reports, and grant applications.
- Knowledge of statistics is helpful but not required. Requires the ability to read and interpret contracts, grant announcements, Federal Register, and other related documents.
- Must have demonstrated track record in handling projects independently while working in a team environment.
- Six (6) to nine (9) months would be necessary to become proficient in most places of the jobs.

Safety/Accuracy Focus:

Position deals with exact and precise figures and data. Most errors would be detected within the accounting systems and internal control procedures of the Office of Budget & Finance. Work product should be generally free from error and should be of the highest quality and reliability, as work product will be used to analyze financial standing and performance. All work shall be completed in accordance with Health and Safety standards as set forth by the Eastern Band of Cherokee Indians in the Tribal Safety Handbook & Risk Management Policies and Procedures Manual. Will also have access to equipment of significant financial value which should be safeguarded and protected at all times.

Key Relationships:

Has frequent contact with others through the reporting and information exchange process. Has outside contact with federal, state, and local governmental agencies and the public. Requires the use of diplomacy, tact, courtesy, and professional decorum.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. The Office of Budget & Finance insists on the delivery of its key results: Timely & Accurate Data,

Position Description

Effective Communication and Superior Customer Service, Accountability, and Moving Forward. Staff is expected to seek and utilize resources and exercise initiative in the setting and attainment of goals at the individual, departmental, divisional, and Tribal levels. Staff is expected to continue to grow and develop as professionals in order to appropriately contribute time and effort toward the attainment of key results, goals and objectives.

Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. Will have access to confidential data and information, including financial information of the Eastern Band of Cherokee Indians, and personal information on public customers, employees, and contracted service providers. All information must be kept in the strictest of confidence. The unauthorized release of data is unacceptable and will result in immediate dismissal.

Complexity of Duties:

This position includes completing tasks of varying complexity levels. Duties require the analysis of technical data, problem solving, information assimilation, and critical thinking. Judgment and decision making are required. Must be able to interpret detailed reports, technical instructions, etc. Must respond appropriately to impromptu questions and inquiries as related to grant writing and grant administration when requested.

PREFERRED QUALIFICATIONS

No other preferred qualifications.

WORK ENVIRONMENT

Work Environment: Works in a professional office environment with a high volume of work. The vast majority of work is performed at a work station, with occasional visits to other work areas.

Mental/Visual/Physical Effort: Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. Must be able to lift light packages up to 10 pounds. Close concentration and attention to detail are required for sustained periods of time. Will be subject to frequent interruptions requiring varying degrees of response. Must be able to perform all functions accurately and timely to meet both internal and external deadlines. Duties will routinely require walking, lifting, sitting, kneeling, reaching, speaking, seeing, and hearing.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

Background Investigation: All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

Drug Screening: All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

GRANTS ANALYST

Position Description

ACKNOWLEDGMENT

I have reviewed the content of the **Grants Analyst** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date