



Overview

Position:	Grants Manager
Status:	Full-time, exempt
Starting compensation:	\$55,000 annually
Paid Time Off:	Accrual begins at 5 weeks annually in addition to at least 10 paid holidays
Reports to:	Director of External Relations
To apply:	Email cover letter, résumé and three references to info@aioic.org

Summary

The grants manager who joins our team will be responsible for preparing, submitting and managing grant proposals to government and private funders, serving as an important contributor in maintaining our strong financial performance which allows us to provide critical education and employment services to the community.

Duties & Responsibilities

Collaborating with the Director of External Relations, the grants manager will perform the following duties:

- Prepare and submit grant proposals and supporting documentation that reflect the objectives of our mission
- Maintain grants and reporting calendar
- Work with AIOIC staff to determine funding needs & gather performance data
- Grow and maintain institutional funding relationships
- Engage in research for donor prospecting, grants & issues impacting AIOIC
- Complete trainings to strengthen donor database and grantmaking process
- Follow up on award documentation and internal integration

This should not be considered a comprehensive list of job duties and responsibilities, and the scope of the position may reasonably change as necessitated by organizational needs.

Qualifications

Required

- Cultural competency working in a diverse environment
- Excellent writing and editing skills, with a high attention to detail
- 2+ years of experience in grant writing, editing, copywriting or related field
- Ability to meet deadlines and juggle competing tasks
- Strong organizational skills and the ability to work independently
- Project management experience and ability to increase grant revenue

Preferred

- Understanding of the area's Indigenous communities, cultures and practices

- BA/BS degree in related field
- Experience with preparing proposals for government contracts and grants
- Proficiency to learn and use new computer programs
- Ability to think strategically and conduct long-term projects and plans that achieve organizational goals
- Experience developing and managing stakeholder relationships

Physical Demands & Work Environment

American Indian OIC is a culturally rich environment and follows a business casual dress code. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands, reach with hands and arms, and talk or hear. The employee is frequently required to sit for long periods. The employee may occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. The work environment noise level is typically moderate.

Compensation & Status

This is an exempt, full-time position. American Indian OIC's office hours are Monday-Friday from 8:30am-4:30pm, with opportunities for occasional remote work. Weekend and evening hours may be required when needed. This position qualifies for medical, dental and retirement benefits. Up to five weeks of paid time off can be accrued during the first year of employment with increases in subsequent years. American Indian OIC also offers at least 10 paid holidays annually. Free onsite parking is available, and our campus is easily accessible by bike, bus and light rail.

About American Indian OIC

American Indian OIC (AIOIC) was established in 1979 to address the education and employment disparities faced by Native American families living in and around South Minneapolis. The organization was founded as a career counseling provider, but now offers multi-faceted education and workforce development services through its alternative high school, Adult Basic Education program, job training center, and career counseling services. The goal of these programs is to give people the foundational education and support needed to pursue meaningful career opportunities. Although it was founded to serve people of Native descent, most of AIOIC's programs are open to anyone regardless of race, creed, gender, religion, age, or sexual orientation. Annually, more than 1,000 people from the Twin Cities metropolitan area and affiliated with 40 distinct tribal nations from the US and Canada, utilize AIOIC's services.

American Indian OIC is an Equal Opportunity/Affirmative Action Employer and will not discriminate against any person on any legally recognized basis ("protected class") including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law.