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**Grants Coordinator**

**POSITION SUMMARY**

The National Indian Health Board (NIHB) seeks a Grants Coordinator who will contribute to work that impacts the health and well-being of millions of American Indian and Alaska Natives (AI/ANs). Reporting to and under the general supervision of the Grants and Programs Compliance Director, the Grants Coordinator will provide support for the Grants and Programs Compliance department. This position will help identify and apply for various grants that meet the organization’s needs, supporting the grant process from application through program delivery and completion. This full-time position is based in our Washington, DC office.

**POSITION RESPONSIBILITIES**

* Research various types of grants available and the criteria to qualify for each.
* Discusses available sources of funding with program managers.
* Compiles necessary information for the application process through collaboration with other employees, database research, and other fact-finding actions and meetings.
* Drafts and completes grant applications according to application requirements.
* Supports the grant application process to help ensure the application is submitted on time and within application parameters.
* Completes all documents, forms, or reports required by the grant.
* Coordinates the monitoring and evaluation of programs and projects that are funded by grants.
* Develops and maintains master files on grants and paperwork connected to programs funded by grants on the Grants and Programs Compliance department SharePoint site.
* Performs other related duties as assigned.

**REQUIREMENTS**

* Thorough understanding of local, state, federal, and private foundation funding sources and the ability to locate potential sources for funding.
* Thorough understanding of grant funding policies and procedures and applicable local, state, and federal regulations.
* Excellent verbal and written communication skills.
* Thorough understanding of effective grant writing techniques.
* Proficient in Microsoft Office Suite and project management systems, such as Monday.com.
* Extremely organized and meticulous with details.
* Excellent project management skills and ability to prioritize work and resources in order to meet deadlines.
* Ability to interpret financial data and prepare budgets and financial grant reports based on parameters provided by management.
* Ability to be discreet with personal information that may be needed for some grants such as employee salaries or upcoming projects.
* At least three years of experience in grant writing experience required.
* Bachelor’s degree in related field strongly preferred, though experience may be substituted for education.

**HOW TO APPLY**

Qualified candidates are invited to send your cover letter and resume to [jobs@nihb.org](mailto:jobs@nihb.org). Cover letter must be specific to the position, and address why you would be a good fit for NIHB and the amazing work we do. Email subject line should include your name and the position for which you are applying.

Applications are reviewed on a rolling basis until a qualified candidate is selected.

Equal Opportunity Employer: NIHB is an equal opportunity employer and does not discriminate on the basis of color, race, religion, national origin, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, genetic information, status as a parent, membership or non-membership in an employee organization, veteran status, or any other non-merit factor.

Salary and Benefits: Salary is commensurate with qualifications and experience. NIHB offers an excellent benefits package, including but not limited to:

* Medical, dental, and vision coverage with premiums fully paid by NIHB
* 401(k) plan with 10% company match
* Annual leave and sick leave
* Federal holidays