

# NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

**JOB POSTING CLOSING DATE: 10/17/21**

**Job Title:** Grants Management Specialist

**Department:** NPAIHB

**Status:** Exempt Employee

**Classification:** Full-Time Regular  
w/benefits

**Reports to:** Grants and Contracts Manager  
Salary: \$50-70K DOE

**Location:** Portland, Oregon

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## **Job Summary:**

The Grants Management Specialist (GMS) plays a critical role in the overall funding health of the Board by providing a team through which all grants are submitted, thus providing a standardized grant process, and streamlining efforts across the organization. The GMS will encourage the ongoing development and submission of grants that advance the mission of the NPAIHB. The GMS will serve as the grants liaison and work collaboratively with Grants Management team, NPAIHB staff, external partners, and funders to produce competitive grant applications. The GMS will ensure that specified requirements are addressed thoroughly and all aspects of each application are completed and submitted on time. The GMS will ensure a high-level of excellence and completion of written materials produced by the Board. The GMS will provide ongoing research for funding opportunities for the entire NPAIHB, as well as member tribes. The GMS will work directly with the Compliance Manager and 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 Substance Abuse and Mental Health Services Administration, National Institutes of Health, the Centers for Disease Control and Prevention, as well as State public health agencies and private foundations. The GMS must be familiar with the online federal grant submission process. The GMS must be able to interpret RFA/RFPs, provide expertise on all aspects of the submission process, and coordinate efforts across the NPAIHB, as well as with partnering collaborators. The GMS 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 GMS 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

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agencies, and all other contributors to organize and produce high quality competitive applications and reports.

- Facilitate regular grant meetings.
- Design proposal outlines.
- Review funding announcements to interpret guidelines, agency policies, technical, financial, and administrative requirements.
- Maintain an updated calendar for grant submission and reporting timelines.
- Design and develop simple and complex grant budgets and justifications as needed.
- 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-related training as needed.

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

- Maintain well organized filing systems for all grant-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-related tasks, including budget monitoring and modifications as projects progress, grants close out, as well as various 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.
- 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 *EpiCenter* projects, including grant applications, progress reports, final project reports, , 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

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interests in order to continue funding stability.

## **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 as needed.

## **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 desired, 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.
- At least four years of experience working with tribal communities or a tribal (or other Indian) organization, Northwest tribal experience preferred.
- At least two years proven experience working with federal, state, tribal, and/or other

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agency grants and grant submission.

- Certified Research Administrator (CRA), Certified Grants Management Specialist (CGMS), or equivalent professional certification preferred
- Knowledge of and experience in proof reading and editing technical reports.
- Highly organized and motivated to carry out responsibilities with a minimum of supervision.
- Advanced user in Microsoft Office package, Adobe , Microix, Smartsheet, Quali, SharePoint/Microsoft Teams.
- Experience in proposal development, management, and submission
- Strong writing skills desired.
- 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. Current COVID-19 travel restrictions apply.

### **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

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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 or mental disability, marital status, sexual orientation, gender identity, religion, politics, membership or non-membership in an employee organization, marital status, citizenship or immigration status, veteran or military status, genetic information, ancestry or any other characteristic protected by law.

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

SEND RESUME AND APPLICATION TO: [HR@npaihb.org](mailto:HR@npaihb.org)