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Grants Manager

Position Overview

Manage grants tracking and reporting. Work closely with Chief Financial Officer and Director of Advancement to ensure that organization financial needs are met and that grant spending is tracked weekly.

Reports to

Chief Financial Officer

Compensation & Benefits

Annual Compensation: \$38,000-\$54,000 (Depending on experience)

Position Type: Full-time, Hourly/Non-exempt

Position Location: Porcupine Offices

Benefits:

- Health Insurance- Employee premium paid by TVCDC
- Dental Insurance- Employee premium paid by TVCDC
- Vision & Hearing Insurance- Employee premium paid by TVCDC
- Simple IRA with up to a 3% match from TVCDC
- Accrued Paid Time Off up to 160 hours per year
- 12 annual paid holidays
- Paid Administrative leave during office closures for inclement weather

Essential Duties & Responsibilities

- Manage tracking systems for government and foundation grant application reports and materials in order to meet all organization wide deadlines and reporting requirements
- Communication regularly with program staff and leadership team to ensure projects/programs are capable of meeting grant conditions and expectations.
- Maintain data and tracking systems in Fluxx for report deadlines and grant files.
- Work with Finance Department to track grant payments and pledges.
- Manage grant tracking through ensuring that Initiative Directors are meeting all grant objectives and outcomes.
- Coordinate any budget or narrative modifications that need to happen upon grant award and performance period.

Thunder Valley Community Development Corporation

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- Maintain electronic and paper grant files.
- Track sub-grant awards and objectives met.
- Manage match tracking
- Demonstrate a strong belief in the TVCDC mission, eager to be a part of a growing and constantly evolving organization

Demonstrated non-technical and personal skills

- Strong oral and written communication skills
- Detail-oriented
- Effective organizational skills
- Project planning and execution (definite project, develop appropriate work plans, drive projects to successful completion).
- Team building and long-term commitment.
- Problem solving for and execution of research on strategic market or opportunities/issues.
- Attention to detail and strong logical reasoning.
- Demonstrate leadership throughout all levels of organization.
- Adaptable to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace.
- Demonstrate a strong belief in the TVCDC mission and desire to be a part of a growing and constantly evolving organization.

Qualifications, Knowledge, Skills

- BA/BS or relevant equivalent experience
- History of cooperating with teams and co-workers
- Extensive knowledge with Microsoft office and Google Apps
- 2+ years of experience with Grants Management Systems
- 2+ years of experience with nonprofit financial management

ADA Specifications

TVCDC is committed to making reasonable accommodations in accordance to the ADA for disabled employees who meet job requirements for education background, employment experience, skills, licenses, essential job duties and function, and any other qualification that are job related. Employees must be able to perform tasks that are essential to the job, with or without reasonable accommodation. The Grants Manager

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may be required to use the computer for extensive periods of time. Extended working hours and travel may be necessary.

Mission Driven

Ideal candidate has as a strong belief in the TVCDC mission and wants to be a part of a growing and constantly evolving organization.

Thunder Valley CDC Mission

Empowering Lakota Youth and families to improve the health, culture, and environment of our communities, through the healing and strengthening of cultural identity.

To Apply

Please email a cover letter and resume to jobs@thundervalley.org. Include “Grants Manager” in subject line.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

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