



# JOB ANNOUNCEMENT

The Iowa Tribe of Kansas and Nebraska is seeking a **Full Time Grants Compliance Specialist, hours will be Monday-Friday 8:00AM-4:30PM**. The Grants Compliance Specialists will be part of a Grants Management team, which will manage grants through their lifecycle and ensure proper due diligence for all Tribal grants.

## **Core competencies and qualifications include:**

- Bachelor's degree in a relevant field preferred
- Substantial experience with grants management software
- Mathematical literacy and mastery of basic accounting concepts
- Strong skills managing processes and timelines
- Proven ability to track and manage several projects and processes simultaneously
- Highly effective with oral and written communication skills
- High level of demonstrated accuracy
- Exceptionally motivated, organized and detail-oriented; team player with a willingness to help where required
- Ability to work independently and as part of a team
- Must pass background check

## **Essential Functions include:**

- Meet with Program Managers, Tribal Council, agency officials and others involved in the Tribal Program needs and goals
- Monitor contract and grant compliance and notify department directors of status
- Assist department heads & programs with contract & grant modifications, amendments and other areas as appropriate
- Any other duties that may be assigned or directed or required by the grants manager.

**Excellent benefits package** which includes employer paid health, dental, vision, life insurance, employee assistance plan and a contribution towards a short term disability insurance. We also offer an optional 401 K plan with up to 3% matching, accrued sick and vacation time and paid holidays.

**To apply:** Visit <https://iowatribeofkansasandnebraska.com/jobs/> for applications. Completed applications and resumes can be mailed to 3345 B Thrasher Rd White Cloud KS 66094 or e-mailed to [ccolborn@iowas.org](mailto:ccolborn@iowas.org). Native American Preference is given (BIA Form 4432). For more information regarding this position, please call Cheyenne at 785- 595-3258.