



MESCALERO APACHE TRIBE
JOB ANNOUNCEMENT

Position Title:	Special Projects Manager/Grant Writer	
Department:	Administration	
Employment Status:	Exempt/Full-Time/TEMPORARY	Grade: E-3/\$22.89 – \$34.33 (hourly)
Opening date:	August 8, 2022	Closing date: Open Until Filled

POSITION DESCRIPTION

This position provides:

- 1) Grant management of the Tribe’s American Rescue Plan Act (ARPA) funds, in accordance with published U.S. Treasury guidance and Tribal Council plans;
- 2) Project management of ARPA projects;
- 3) The position will oversee other COVID-19 funds as assigned by the President; and
- 4) The position will be required to write new grants and/or oversee/manage other grants as assigned by the President.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be assigned to, this position.

POSITION TERM

The term of this position may coincide with the ARPA spending deadline of December 31, 2024. However, this position may end sooner or be extended depending on the availability of funding. When funding is exhausted, there is no guarantee of employment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1. Responsible for administrative review and approval of procurement through ARPA.
- 2. Prepares Purchase Orders and identifies/negotiates with contractors/vendors in line with the Tribe’s procurement policy.
- 3. Keeps the Tribal Council, Tribal Administrator, and affected directors/managers informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities.
- 4. Prepares and submits required Treasury progress reports and closes out documents while working with the Finance Department to appropriately invoice and account for funding and having supporting documentation for all ARPA procurements.

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5. Provides oversight of eligible use of funds and is responsible for periodic reporting to the U.S. Department of Treasury while complying with federal law and related accounting and reporting requirements.
6. Monitors record keeping and other related documents connected with ARPA funding.
7. Responsible for managing projects within the scope, schedule, and budget. Monitors project progress, forecasts expenditures, mitigates risks, and addresses adverse variances to baseline.
8. Develops project management plans (PMP), prepares project status reports and updates the PMP as needed; provides project controls on complex capital projects, including cost, schedule, and risk management support.
9. Prepares summaries of all projects, including tasks that are behind schedule, tasks that are competing for the same resource, conflicting priorities and exemplary performance etc. for executive review, as well as preparing summaries for public distribution both electronically and in print.
10. Writes grants as assigned by the President.
11. Other job related duties as assigned by the supervisor.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Business, Finance, Accounting, Public Policy, or a related field, required.
2. At least five (5) years of experience working for a federally recognized Indian tribe or in the public sector working in public finance and budget, budget and financial analysis, and federal grant management and compliance, required.
3. Demonstrated knowledge of project management, with minimum of five (5) years hands-on experience and proficiency with project management and/or master planning.
4. Experience with progressive budget or financial projections, allotments and monitoring.
5. At least five (5) years of experience writing grants.
6. Must have a valid NM Driver's License.
7. Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

KNOWLEDGE, SKILLS, AND ABILITIES

To perform this position, an individual must be able to perform the requirements listed below which are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Demonstrated ability to handle multiple concurrent assignments.
2. Advanced computer skills and knowledge, working knowledge of computer relational databases, computer estimating systems and budget control monitoring techniques.

3. Proficiency in project control techniques and principles, and ability to perform comprehensive organizational forecasting and analysis.
4. Knowledge and application of principles and best practices of budget, grants, research, and performance measurements.
5. Understanding of governmental accounting with preference for an understanding of federal guidelines regarding ARPA and other federal funds.
6. Ability to create a work program to support the goals and objectives of the Tribal Council.
7. Ability to organize complex financial data and experience working with various grants, including federal grants and grant reporting with preference for the development and monitoring of budgets.
8. Skilled in outreach and engagement with outside stakeholders and agencies to reach a common goal and/or outcome.
9. Excellent written communication skills to present unbiased information in a non-partisan tone.
10. Strong public speaking and presentation skills.
11. Ability to establish and maintain effective working relationships with Tribal Council, Tribal Administration, departments/programs, and the public.
12. Ability to present complex information to a variety of audiences.
13. Strong time management and organizational skills to prioritize work and meet deadlines.

Physical Demands

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

Work is performed in an office environment with a moderate noise level. Evening, weekend, and/or holiday may be required. Extended hours and irregular shifts may be required.