



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 Mohave Road  
Parker, Arizona 85344

Telephone (928) 669-1320 \* Fax (928) 669-5263

## VACANCY ANNOUNCEMENT

**March 15, 2019**

**#68-19**

Department: Executive Office  
Position: Grant/Contract Administrator (Exempt)  
Reports To: Tribal Council Chairman  
Salary: DOE

### Job Summary:

The Grant/Contract Administrator will provide oversight and management of grant activities and other outreach activities as needed and will coordinate efforts between CRIT Tribal Council, Grantors and Partner Agencies. This position will lead efforts in researching grant funding for the Colorado River Indian Tribes. This individual will articulate the organization's mission and project goals in written proposals working directly with program managers and planning personnel. In addition, the Grants/Contract Administrator will play an integral role in the collection and analysis of program data. The priority for this position is someone who is enthusiastic about Colorado River Indian Tribes, and is driven to generate funds in support of the members we serve, and can effectively manage the organization's grant calendar to reach our goals.

### Duties & Functions:

(Essential functions are job duties and responsibilities that must be performed to accomplish the purpose/goals of the job.)

1. Manage all administrative functions of the Colorado River Indian Tribes Grants/Contracts.
2. Research potential funding opportunities and develop concepts collaboratively with program leads.
3. Write proposals, letters of interest/inquiry, requests' for qualifications, concept papers, and assist with application submission.
4. Complete and compile all necessary grant reports for Colorado River Indian Tribes and Grantors from inception to finish, which includes, compiling, analyzing, and reporting on grant data. Coordinate and generate grant reports, effectively managing submissions of new grant applications throughout the year while managing awarded grants.
5. Manage and maintain Colorado River Indian Tribes Calendar including reports.



6. Audits, analyzes and evaluates client demographic, utilization, outcome and assessment data and works with program directors and managers to ensure the maintenance of comprehensive electronic client files that meet internal and funder requirements.
7. Attend monthly grant meeting to act as an auditor and assure grant guidelines are being adhered.
8. Assists in the preparation of and participates in internal and external audits.
9. Other duties may be assigned at the discretion of the Director or designee to fulfill the Department's needs, objectives and/or goals.
10. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.

Other Responsibilities:

(Include other significant responsibilities needed to accomplish job purpose/goals that are performed on a daily or infrequent basis).

1. Continued monitoring of program deliverables, providing oversight and guidance on grant targets and to develop corrective action plans along with partner sites if necessary.
2. Coordinate ongoing training and meeting for partner sites staff.
3. Collect and analyze standardized reporting tool from all sites.
4. Provide technical assistance to partner sites to assure their understanding and compliance with service delivery.
5. Participate in funder and evaluation meetings, and develop and implement tools to enhance data collection.
6. Perform other duties as assigned.

Education & Experience Requirements:

1. Bachelor's Degree in Human Service or related field required or an equivalent combination of education and related work experience required.
2. Master's Degree preferred.
3. Minimum of two (2) years' experience working with government, local and or national grantors.
4. Demonstrate the ability to write, review, and monitor plans of correction.
5. Exhibit excellent verbal and written communication skills.
6. Demonstrate strong computer literacy with Microsoft (Word, Excel, Outlook and PowerPoint).
7. Demonstrate judgment of safety and confidentiality issues.
8. Demonstrate understanding and sensitivity to multi-cultural values, beliefs, and attitudes of both internal and external contacts.
9. Must possess a current valid driver's license throughout employment.

Physical Requirement:

1. Must successfully complete a drug screening test prior to appointment.
2. Physically able to perform duties assigned.
3. Occasionally work extended shifts as assigned, some weekends and holiday.

Tribal and Indian Preference:



The Colorado River Indian Tribes has implemented a Tribal / CRIT Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Colorado River Indian Tribes will be given primary preference in hiring and employment for this position. Let it be known that Tribal preference is integrated into the interview and scoring process for candidates for job positions.

**OTHER:**

**Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

**Background Investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

**Drug Screening:** All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing per the CRIT Employee's Handbook, Substance Abuse Policy.

***Disclaimer:*** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

**For Employment Application visit: <http://crit-nsn.gov>**

**Submit completed application to: CRIT Human Resource Department  
26600 Mohave Road  
Parker, Arizona 85344**

**APPLY:**

**COLORADO RIVER PREFERENCE:**

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

**C.R.I.T. Offers**

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.

