

**Job Description**

**POSITION:** Grants and Contract Manager

**SALARY RANGE:** TSS 13

**WORK STATION:** Bishop Clinic/Satellite Clinics

**SUPERVISOR:** COO, or Designee

**SUPERVISES:** Grants and Contracts Staff, as assigned

**EXEMPT, FULL-TIME**

---

**POSITION SUMMARY:** The Grants and Contracts Manager is responsible for managing overall grant and contract efforts. Ensuring the grants activities, payments and expenditure are documented, optimizing the grant administration process, tracking progress reports, ensuring compliance with grant regulations, reviewing grant proposals, managing grant databases, engaging with various funding agencies, educating staff on policies, and preparing financial reports for the Board of Directors. Securing continuous funding, improving business opportunities through effective funding programs, and executing meaningful projects as approved by the Authorizing Official.

**QUALIFICATIONS:**

1. Bachelor's degree in business, healthcare, or related field preferred, and at least three (3) years' experience in providing contract and grant management services on federally funded grants and contracts in the health care field; or combination of equivalent education and experience in a healthcare-related field. Completion of an MPA or MBA desired but not required, equivalent experience may be considered.
2. Financial management experience preferred.
3. Good written and verbal communication skills; ability to follow verbal and written directions.
4. Demonstrated ability to clearly and concisely communicate with all levels of staff and granting agencies and professionals from a variety of disciplines.
5. Well organized and detail oriented, with the ability to prioritize and perform a variety of tasks in a fast paced environment.
6. Broad knowledge of policies and regulations governing federal funding and accompanying compliance issues.
7. Knowledge of principles of grant and contract management and award policies and procedures (particularly those of for Non-profit Native American Organizations).
8. Ability, especially under pressure, to be professional, courteous, and tactful in dealing with administrative staff, funding agency contacts, prime and sub-awardee organizational representatives.
9. Ability to establish clear priorities and multi-task in a high-volume setting responsive to externally generated deadlines.
10. Ability to work with minimum direction and guidance within a service-team environment.
11. Exceptional ability to meet multiple deadlines in a fast-paced, academic environment.
12. Excellent computer skills, particularly Microsoft Word and Excel, and experience.
13. Exceptional management expertise with federal and state grants and other project funding.
14. Strong skills in distilling complex compliance issues so they are understandable to the lay audience.

15. Analytical and problem-solving skills essential.
16. Effective verbal and written communication skills due to interaction with Department Heads and regulatory agencies.
17. Strong customer-service skills with ability to find and implement creative, compliant solutions to satisfy TIHP needs.
18. Strong problem solving, group facilitation and teamwork skills.
19. Strong understanding of The Health Insurance Portability and Accountability Act (HIPAA) and Toiyabe's confidentiality policies and procedures.
20. CPR certified or certified within three (3) months of hire.
21. Possess valid driver's license and be insurable with company insurance.
22. Must be sensitive and possess an awareness and keen appreciation of Native American traditions, customs, and socioeconomic needs of the Native American community.
23. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

**DUTIES & RESPONSIBILITIES:** Ensures compliance with all contract & grant objectives and deliverables resulting from private, local, Tribal, state, and federal agreements.

1. On-going monitoring of the financial components of all grants/ contracts and prime liaison on financial affairs with funding sources. Responsible for organizational oversight of various incoming and outgoing agreements (awards, sub-award, contracts, request for proposal (RFP), etc.) under grant funded projects for assigned Departments and Programs.
  - a. Advise staff on the administrative aspects of grant awards under funded projects
  - b. Liaise with Department Directors, TIHP administration and others as necessary on the administrative aspects of awards and contracts
  - c. Understand the landscape of each projects funding, their collaborations inside and outside TIHP, and the overall funding
  - d. Maintain records for grant applications, proposals, incoming and outgoing awards and sub-awards, requests, and all other aspects of award and sub-award administration
2. Ensure that all types of agreements and modifications to and from organization under various funding agencies reflect the organization's interest and are compatible with the organization's policies and procedures at TIHP.
  - a. Resolve issues prior to timely negotiation and acceptance
  - b. Advise staff on award and sub-award requirements and TIHP procedures and policies related to them as needed
  - c. Ensure that awards and sub-awards are in compliance with funding agencies guidelines and regulations and compatible with TIHP policies and procedures
  - d. Acquire missing information, documentation, materials, etc., and verify completeness of awards and sub-awards
  - e. Maintain up to date information in grant files and grantor data bases including entering award and sub-award data, transitioning through various states, and setting deadlines for proposals, progress reports, and final reports
3. Issue, negotiate, and accept various agreements and modifications approved by the TIHP Authorizing Official.
  - a. Prepare, issue, and process awards and sub- awards, contracts, RFP's, etc.
  - b. Consult all awards and sub-awards and modifications with the Chief Executive

Officer/ Chief Operations Officer and TIHP Authorizing Official

- c. Assist Department Directors and staff in communicating with prime or sub granting agency organizations, collaborators and others about the conduct of awards and subawards
4. Maintain a strong customer-service oriented environment.
  - a. Work as a team with colleagues in to provide seamless service to TIHP grant holders and Administration
  - b. Develop professional relationships with staff, administration, HR, research finance, etc.
  - c. Implement coverage plan when absent
  - d. Respond to Project Managers in a timely fashion, understand their needs, and provide for them
  - e. Refer Project Managers to knowledge experts in other departments when appropriate
  - f. Learn continuously and take advantage of professional development opportunities
  - g. Juggle multiple deadlines
  - h. Expedite work without sacrificing quality
5. Implement policies and standard operating procedures to ensure compliance with private, local, Tribal, state, and federal agreements funding rules and regulations as it relates to grant awards and contracts.
  - a. Provide organizational oversight on contract and subcontract acceptance, subcontract issuance, etc.
  - b. Implement TIHP policies such as Subrecipient Monitoring, Conflict of Interest, Cost Sharing, Indirect Cost Waiver, Program Income, etc.
  - c. Guide Administration staff on what is compliant, what is acceptable and appropriate, while at the same time supports the program to its fullest extent
  - d. Contribute to the development of policies and procedures, educational and training programs, enhancement of grants and contracts
  - e. Participate in organizational initiatives related to process improvement
6. Researching funding opportunities as requested by the Chief Executive Officer and Department Directors
7. Preparing reports on grant awards, applications, and financial status for the board of directors
8. Coordinating and engaging with grant writers and TIHP department staff in order to successfully complete the application according TIHP goals and interest
9. Optimizing the grant administration process, preparing and monitoring budgets and tracking grant applications
10. Provide formal/informal training to departmental employees and staff on internal and external system operations and processes
11. Ensure various funding agency databases are up to date, accessible, active status, login and user information is current
12. Other duties as assigned, occasionally, will be required to work beyond regular daily business hours to meet deadline requirements

Reviewed by:  
Employee \_\_\_\_\_ Date \_\_\_\_\_

Employee \_\_\_\_\_ Date \_\_\_\_\_