



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Salmon Recovery Grants Manager

Lummi Natural Resources (LNR)

****Re-Advertise****

OPEN: September 22, 2022

EXEMPT: Yes

SALARY: (11) \$33.18 - \$37.16 /hr. DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full-Time

CLOSES: Until Filled

JOB CODE:

DIVISION: Restoration

DEPARTMENT: Natural Resources

SUPERVISOR: LNR Restoration Manager

VACANCIES: 1

JOB SUMMARY: The Salmon Recovery Grants Manager provides grant writing and management capacity to help meet Lummi Indian Business Council (LIBC) Treaty reserved rights to hunt, gather, and harvest within the Nation's Usual and Accustomed Areas per the Point Elliot treaty of 1855, including the LIBC established interim goal of mid- 1980's salmon harvest towards a moderate living from fishing through hatchery production per LIBC resolution 2015-042. To support this goal, the LIBC directed the Lummi Natural Resources Department to expedite salmon habitat restoration actions per the LIBC South Fork Nooksack Chinook Disaster Declaration RESO 2021-159 to avoid a repeat of the 2021 salmon mortality event where 2,500+ South Fork Nooksack Chinook died because of degraded habitat and adverse effects of climate change.

The Salmon Recovery Grants Manager, under the direction the Salmon Habitat Restoration Manager is responsible for identifying, tracking, and coordinating grant opportunities, acting as lead writer, and assisting managers with grant management to support the Lummi Natural Resources Department in meeting its mission and goals. The incumbent shall provide expertise in both pre-award and post-award policies and practices as defined by the granting agency. Proposal development responsibilities include working directly with LNR managers and other staff; developing budgets and preparation of proposals; and recommending and implementing departmental policies and practices to ensure compliance with granting agency and LIBC requirements.

Pre-award responsibilities include: 1) attend pre-proposal webinars; 2) coordinate the internal LNR grant application process; 3) develop and administer proposal timelines, coordinating with the LIBC Funding Department as needed; 4) assist with budgets; 5) prepare grant proposals; 6) ensure compliance with funding agency requirements; 7) quality control of applications; and 8) assist with writing grant related tribal resolutions as needed.

Post-award responsibilities include: 1) supervise the Salmon Recovery Grants Assistant in obtaining signatures for grant agreements and LIBC documents; 2) provide technical advice and interpretation of grant agreement requirements to LNR Division Managers; and 3) close grant awards which includes reviewing final billings by the grants office and assisting with final reporting. Final reporting may

include creating spreadsheets to report on metrics or final expenditure reporting according to the granting agency requirements.

The incumbent is the primary liaison between Lummi Natural Resources and LIBC departments including Funding, OMB/Grants, Contracts and Accounting with regards to grant applications and grant awards and works under the direction of the LNR Restoration Manager. The Salmon Recovery Grants Manager ensures that all funding sources are managed in a manner that conforms with grant funder and LIBC policies.

The Salmon Recovery Grants Manager will maintain a grant tracking database, which will include grant opportunities, current LNR division applications, and status of grant applications. Reports on status and trends will be provided to the LNR Director's office.

The Salmon Recovery Grants Manager supervises and mentors one employee, the Salmon Recovery Grants Assistant, who is responsible for assisting with grant awards, payment of invoices, contracting and tracking expenditures for each grant.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Review grant opportunities provided by the LIBC Funding Office, research and seek new grant opportunities, make recommendations to the LNR Directors Office and Division Managers on funding opportunities that fit the LNR mission and goals of specific Divisions. When funding opportunities fit multiple Divisions, organize meetings with Division Managers to coordinate and prioritize funding needs, which will result in which division(s) will apply.
2. Assist Division Managers in developing funding strategies for programs or projects.
3. Develop and implement an internal grant application and tracking system for all LNR grants.
4. Support the LNR managers with grant applications as needed; this may include writing grants, conducting research to support the proposal, reviewing grant applications to ensure they meet the criteria of the funder's request, assisting with entry into online grant application systems and developing budgets.
5. Develop and maintain a database of grant awards by division and update the LNR Director's office and LIBC Funding Office quarterly.
6. Serve as the administrative lead relative to the Lummi Natural Resource's role as the Water Resource Inventory Area 1 - Nooksack River Basin (WRIA 1) Lead Entity fiscal agent. Coordinate with the WRIA 1 Policy Lead to develop and process contracts, resolutions, track invoices and contracts with WA State Recreation and Conservation Office (RCO) and watershed contractors and maintain documentation of funding allocations and budget status.
7. Provide annual status and trend grant reports to Director's office by June 30th of each year and other times as requested.
8. Assist LNR Division Managers with writing Tribal Resolutions and interagency agreements to obtain grant agreements.
9. Assist LNR Division Managers with closing out grants. This may include reviewing final accounting expenditures, billings and other forms required to be submitted by the Grants Office, preparing reports, and determining final metrics as required by the grant agreement.
10. Supervise the Salmon Recovery Grants Assistant with regards to grant awards and budget tracking.

11. Perform other duties assigned by the immediate supervisor within the general scope of work described.

MINIMUM QUALIFICATIONS:

- Master's degree in environmental science, planning or management, business administration, operations or project management, or related field; and
 - Three (3) years of grant management experience;
 - Five (5) years of experience in writing natural resources grants
- Lummi/Native American/Veteran preference policy applies.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies

KNOWLEDGE, ABILITIES AND SKILLS:

- Demonstrated experience in administrative and clerical procedures, budgeting and financial reporting, computers, and relevant software (including word processing, spreadsheet, and database applications), and customer service principles and practices.
- Demonstrated experience with basic accounting principles and forensic accounting.
- Knowledge of salmon biology and habitat needs; natural resource management; applicable environmental regulations; principles, practices, and methods of environmental science; field investigative techniques and data gathering and basic research; practices and methods of environmental problem solving; environmental sampling methods and techniques; common computer software applications.
- Ability to coordinate/facilitate meetings, and have excellent oral and written communication skills, cultural sensitivity and awareness, empathy, and cooperative and collaborative problem-solving approach.
- Demonstrated experience in grant writing, report writing, and developing interagency agreements.
- Ability to pay attention to detail, effective utilization of time during regular business hours, and the ability to work beyond regular working hours when required to meet task objectives in a timely fashion.
- Strong computer background with experience using MS Word, Excel, Outlook, Access, and Power Point.
- Experience using general ledger accounting systems.
- Demonstrated ability to produce oral and written technical reports in a timely manner.
- Must maintain strict confidentiality at all times.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy
- Position requires Criminal Background Check
- Must pass a skills test using Microsoft Excel and a written essay.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume &

reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.