



LHAQ'TEMISH FOUNDATION

JOB ANNOUNCEMENT **JOB TITLE:** Project Manager

OPEN: September 28, 2022

EXEMPT: Yes

SALARY: \$33.18-\$37.16/hr. DOE

SHIFT: Day

LOCATION: LIBC Administration

DURATION: Regular Full-Time

CLOSES: October 13, 2022

JOB CODE:

DIVISION: LNSO

DEPARTMENT: Lhaq'temish Foundation

SUPERVISOR: Executive Director

VACANCIES: 1

JOB SUMMARY: The Project Coordinator is a key team member of the Lhaq'temish Foundation staff, working closely with the Executive Director, Foundation staff and stakeholders to facilitate the work of Foundation projects and programs.

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

1. Coordinate directly with current and potential Fiscally Sponsored Projects (FSPs) to help facilitate the relationship with, and commitments of, the Lhaq'temish Foundation. This work includes, but not limited to, screening interest in partnerships, setting up FSP accounts, development of relevant training for FSPs and being the key point of contact for FSPs.
2. Maintain regular contact with all project leads and provide regular reports/updates to Executive Director and make recommendations for service and training.
3. Work with the Finance and Grants Manager to support financial management of FSPs, including, but not limited to, providing regular financial updates to all FSPs, budget management, coordination of funding, grant writing and grant reporting.
4. Coordinate with Lhaq'temish Foundation Board and Executive Director to ensure Foundation-led projects address documented service and gaps in community need.
5. Assist Executive Director in building awareness with the stakeholders of FSPs and the Foundation-led projects through events, reports, social media, and website.
6. Maintain organizational, grant, projects and program files, calendar (including grant preparation deadlines, document submission), deliverables, and other reporting.
7. Work closely with Executive Director and Finance Manager to ensure accurate and timely reporting by and for grants, LIBC, the Board of Directors and other stakeholders.
8. Assist in maintenance of a grants and donor database to track funding opportunities, grant submittals, requests, and progress of fund development activities.
9. Coordinate with the Executive Director and fiscally sponsored partners to assist in the writing, preparation and submittal of foundation, state, and federal grant applications, ensuring necessary documents and information for grant submittal are written and assembled by stated deadlines.

10. Assist Executive Director and partners to identify and pursue sponsorship, corporate, tribal, and individual donors that are appropriate to the organization and fiscally sponsored projects.
11. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Human Services, Business Administration or related field required. In some situations, a combination of education and experience may substitute for this requirement, provided examples of work can be provided.
- Must have minimum five (5) years of progressively added administrative, financial and/or project management experience, preferably in an office setting.
- Must have successful experience working within, and addressing the needs of, tribal communities
- Must be proficient in Microsoft Office, Publisher, Excel, Power Point and Outlook. Experience with Microsoft Teams and Zoom is helpful.
- 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:

- Must possess the personal integrity to represent and support the mission and values of the Lhaq'temish Foundation in all areas, platforms, and interactions, at all times.
- Must be able to build positive relationship and work cooperatively and professionally with all co-workers, partners, and stakeholders to meet the goals and mission of the Foundation.
- Must be able to work independently to accomplish and achieve clearly communicated goals and objectives, as well as work well within team projects.
- Must be able to assess work demands, prioritize tasks, and work successfully on several, sometimes competing, projects, tasks, and deadlines.
- Must be knowledgeable about community resources and make referrals and recommendations, as necessary to support the work of the Foundation.
- Must be able to meet deadlines and communicate progress on specific assignments is requires.
- Must demonstrate the ability to maintain confidentiality, when necessary, and professional discretion at all times.
- Must be technologically literate with strong computer skills, including familiarity with Microsoft Word, Excel, Publisher, PowerPoint, data base management, word processing and other commonly used software.
- Must have excellent written and oral communication skills.
- Must have good organizational and record keeping skills with a keen attention to detail.
- Must be able to work outside regular business hours, on occasion, including, but not limited to, community meetings, work-related travel, and the occasional high-demand project/task.
- Must comply with LIBC/LNSO policies and procedures and be able to communicate them to project team members and stakeholders

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 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.