



Vacancy Announcement

Program & Grants Specialist

Position Title: Program & Grants Specialist
Salary: DOE
Date of Hire: Until Filled
Location: Negotiable (Anchorage, Fairbanks, or off-site)

Scope of Position and Summary:

The Alaska Native Women's Resource Center, Inc. (AKNWRC) seeks an informed, creative, mature visionary to fill the position of Grants Specialist. The Grants Specialist is responsible for the monitoring and oversight of subrecipients under passthrough programs managed by AKNWRC. Additionally, the Program & Grants Specialist will provide intensive grant management technical assistance to tribal grantees and Tribes eligible to become grantees who need such services. The job requires a very organized, detail-oriented person. The Program & Grants Specialist will provide intensive grants management and programmatic, technical assistance (TA) to capacity-building subrecipients under Office of Victims of Crime (OVC) sub-awards, with a plan to continue and expand the work for additional capacity building for tribal grantees. The expansion of the technical assistance for grants management and program development/implementation will include tribal grantees with the Office of Violence Against Women (OVW) and the Office of Family Violence.

Prevention Services (OFVPS) or FVPSA grants. The TA provided by the position will include:

- Tribal government and service program technical assistance with an emphasis on grants management, including pre-award requirements, budget and programmatic amendments, grant compliance, financial record keeping, and controls.
- Recording data for reporting activities for AKNWRC and TA for subrecipients or grantees.
- Manage, monitor, and support subawards with the assistance of the Finance Team.

The Program & Grants Specialist will ensure the AKNWRC's technical assistance/training resource development is culturally, historically, and legally relevant and supports tribal responses to the immediate crisis needs of Alaska Native Survivors (victims). This person will report to the Executive Director, working closely with the Grants Manager, coordinate with the Technical Assistance and Training (TTA) Team, and work with other staff, consultants/contractors, other TA Providers, and the Board of Directors.

Our main office is in Fairbanks, AK. The successful candidate for this position may work in the main office in Fairbanks or in the Anchorage office or telecommute to work remotely. We are an equal-opportunity employer offering an excellent salary. Alaska Native preference applies, but all are encouraged to submit a resume and cover letter. The position is open until filled and dependent on grant funding. Salary is commensurate with experience.

About the AKNWRC:

Formally organized in 2015, the *Alaska Native Women's Resource Center* (AKNWRC) is a nonprofit organization dedicated to providing technical assistance, training, and outreach to Alaska's 229 Tribes and allied organizations. AKNWRC board members are Alaska Native women raised in Alaska Native Villages and have 150 years of combined experience in tribal governments, nonprofit management, domestic violence, and sexual assault advocacy (both individual crises, systems advocacy, and grassroots social change advocacy at the local, statewide, regional, national and international levels), and other social service experience. AKNWRC's philosophy is that violence against women and other violent crimes in a tribal setting is rooted in the colonization of Indigenous Nations. For more information, visit www.aknwrc.org.

Responsibilities:

- Manage, monitor, and support AKNWRC Subawards under various funding sources.
 - Responsible for providing grant management TA to sub-recipients and Tribal grantees across programs.
 - Assist the Executive Director, Grants Manager & Program Specialist, and TTA Team in coordination with other staff and consultants/contractors to ensure the timely and successful completion of all program goals, objectives, and activities.
- Support the development of a specialized team of (4-5) Program Specialists with knowledge of grant management to work directly with tribes, providing grant management technical assistance through staff grants management TA.
- Assist in workshops and other training for tribal programs, tribal coalitions, and other Native organizations, facilitating a tribally designed survivor/victim services program development or

enhancement with an emphasis on grants management.

- Participate in culturally appropriate curriculum development when requested. All material developed shall be culturally, historically, and legally relevant.
- Provide up-to-date resource information on grants management, including reporting, budget, narrative, and scope of work modifications, for program specialists to share with Tribes.
- Aid tribes when requested by Program Specialists or other staff for specialized technical assistance.
- Other duties as assigned.

Qualifications:

- A minimum of 1 year of experience working with tribal communities.
- A minimum of 2 years of grant management experience. Experience with FVPSA, OVW, and OVC will be weighed more heavily.
- A B.A. or B.S. degree is preferred, as is equivalent work experience in the field of tribal DV and grants management.
- A demonstrated understanding of the history of Alaska Native and American Indian tribal governments, laws and customs, and Federal Indian law.
- A demonstrated understanding of violent crimes and responses throughout the country, especially throughout Alaska Native tribal villages and the lower 48 tribes.
- A demonstrated ability to forecast, develop, and implement organizational initiatives. Ability to set priorities, provide follow-through, and evaluate progress.
- Excellent project management skills and demonstrated ability to train subrecipient staff, tribal grantees, and AKNWRC TTA staff as needed, as well as collaborate with partners/consultants/contractors.
- Excellent oral, written, and interpersonal communication skills. Ability to resolve issues quickly and make decisions in a

collaborative culture. Demonstrated ability to develop and maintain effective working relationships.

- Be a self-starter and able to work as a team member.
- Working knowledge of Microsoft programs, including PowerPoints and Adobe software, is necessary.
- Ability to travel.

Interested applicants may apply by sending a cover letter, resume, and list of three references to recruitment@aknwrc.org