



*Human Resource Department
PO Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005
Fax: (307) 332-9883*

NOTICE OF EMPLOYMENT

POSITION: Grant Project Administrator
DEPARTMENT: Tribal Water Engineer/Greater Yellowstone Coalition
SUPERVISION: Tribal Water Engineer/Greater Yellowstone Coalition
SALARY: Depending on Experience
STATUS: Permanent Full-Time (Per grant 2 year position)
OPENING DATE: September 13, 2024 **CLOSING DATE:** Open until Filled

POSITION SUMMARY: The Wind River Office of the Tribal Water Engineer, in partnership with the Greater Yellowstone Coalition (GYC) and Wind River Tribal Buffalo Initiative (WRTBI), is seeking a driven and proficient grant writer and project manager to bolster water and buffalo conservation efforts on the Wind River Indian Reservation. This is a full-time position offered on a two-year term basis, with the possibility of extension subject to funding availability. The role will entail the management of an existing federal grant from the National Fish and Wildlife Foundation, pursuit of additional funding opportunities, and oversight or assistance in on-the-ground projects supporting water and buffalo conservation efforts on the reservation.

Building upon the collaborative establishment of the Water and Buffalo Alliance through GYC, the incumbent will collaborate closely with all partner entities to propel mutual objectives forward. Projects overseen by this position will encompass buffalo restoration initiatives and habitat preservation priorities associated with WRTBI, alongside core stream restoration and water management objectives.

DUTIES AND RESPONSIBILITIES

In this role, you will play a crucial role in managing and coordinating the administrative aspects of the NFWF grant. As well as build a portfolio of funders and prospects that will further fuel our work to support water and buffalo conservation. The **Wind River Water & Buffalo Grants and Projects Manager** will be responsible for:

Grant Management:

- Coordinate grant application processes, including researching funding opportunities, preparing grant proposals, and submitting applications within deadlines.
- Review grant agreements and ensure compliance with funding requirements and organizational policies.
- Develop and maintain a comprehensive understanding of grant guidelines, reporting deadlines, and compliance regulations.
- Monitor grant-funded projects to ensure adherence to project timelines, objectives, and budgetary constraints.
- Work closely with project managers and team members to facilitate the smooth implementation of grant-funded initiatives.

Project Management:

- Work with multiple partners (Tribal Water Engineers Office, Greater Yellowstone Coalition, Wind River Tribal Buffalo Initiative) to support on-the-ground project implementation related to water and buffalo conservation.
- Communicate between a range of public and private partners on project goals, relationship building, funding opportunities, and grant deadlines.

Financial Management:

- Manage grant budgets, including tracking expenses, monitoring financial transactions, and reconciling accounts.
- Prepare financial reports for grant funders and internal stakeholders, ensuring accuracy and compliance with reporting requirements.
- Collaborate with finance departments to ensure proper allocation of grant funds and adherence to financial policies and procedures.

Administrative Support:

- Provide administrative support for grant-funded projects, including scheduling meetings, preparing agendas, and documenting minutes.
- Maintain organized records and documentation related to grants, including contracts, progress reports, and correspondence.
- Serve as the primary point of contact for grant-related inquiries from internal and external stakeholders.

Compliance and Reporting:

- Ensure timely and accurate submission of grant reports, including progress reports, financial reports, and final evaluations.
- Monitor grant activities to identify and address any compliance issues or deviations from grant requirements.
- Stay updated on changes in grant regulations and funding guidelines to ensure ongoing compliance.

Communication and Stakeholder Engagement:

- Facilitate communication and collaboration among project team members, stakeholders, and funding agencies.
- Communicate effectively with grant funders to provide updates on project progress, address inquiries, and resolve issues.
- Represent the organization at meetings, conferences, and other events related to grant-funded projects.

QUALIFICATIONS:

- Proven ability to perform the essential duties listed above.
- Bachelor's degree in a relevant field or 1-2 years of equivalent experience.
- Strong understanding of grant regulations, compliance requirements, and financial management principles.
- Excellent organizational skills with the ability to manage multiple projects simultaneously and meet deadlines.
- Proficiency in budget management, financial reporting, and grant tracking software.
- Exceptional communication skills, both written and verbal, with the ability to effectively interact with diverse stakeholders.
- Attention to detail and accuracy in financial reporting and documentation.
- Ability to work independently with minimal supervision and as part of a team.
- Familiarity with the nonprofit sector or government agencies.
- Willingness to work flexible hours, including some nights and weekends.
- Experience with and a passion for natural resources conservation preferred.

Research indicates that men tend to apply for jobs when they meet just 60% of the criteria, while women and people from other marginalized groups only apply if they are a 100% match. If you are passionate about water and buffalo conservation and think you have what it takes to be successful in this role even if you don't check all the boxes, please apply. We'd appreciate the opportunity to consider your application.

Compensation and Benefits

- **List benefits here, such as, health/dental/vision/life insurance, time-off, hybrid work model (if an option), 401K, leave benefits, etc.**

Physical Working Conditions

- Business office environment with moderate noise.
- Will sit or stand at a desk and move between offices. Accommodations can be made.
- Work on a computer, use a telephone, and other general office equipment.
- This position will require some travel, mostly by car, across the Wind River Indian Reservation.

APPLICATION REQUIREMENTS:

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state "See Resume" for employment history must have the following the information listed on the resume:
 - Dates of previous employment
 - Reason for leaving previous employment
 - Hourly rate of previous employment.
- Applications are available online at easternshoshone.org and can be sent via email to lmorgan@easternshoshone.org or faxed to 307-332-9883 until 4:45 PM on the closing date.
 - **Supporting documents:** Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference

points during the interview process.

- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.