

Alaska Native Women's Resource Center, Inc.
Vacancy Announcement
Grant Management Senior Program Specialist

Position Title: Grant Management Senior Program Specialist
Salary: DOE
Date of Hire: As soon as possible
Location: Negotiable (Fairbanks, AK or off-site)

Scope of Position and Summary: The Alaska Native Women's Resource Center, Inc. (AKNWRC) seeks an informed, creative, visionary individual to fill the position of Grant Management Senior Program Specialist. The Grant Management Senior Program Specialist is responsible for the providing training and guidance to program specialist across programs to improve the specialist knowledge of grants management. Program Specialists will be trained by the Senior Program Specialist to provide intensive grant management technical assistance to tribal grantees (and tribes eligible to become grantees) in need of such services. The Grant Management Senior Program Specialist will promote and develop information and services of the AKNWRC, including:

- technical assistance & training with an emphasis on grant management;
- tribal government and service program engagements;
- the recording data for reporting activities
- manage, monitor and support Subawards made with ARP funds

The Grant Management Senior Program 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, coordinate with the Program Specialist Manager, and will 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, AK or telecommute to work remotely. We are an equal opportunity employer offering an excellent salary. Position 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 with 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:

- Responsible for the providing grant management training of program specialists across programs

- Assist the Executive Director, Program Specialist Manager in coordination with other staff and consultants/contractors, to ensure the timely and successful completion of all program goals, objectives and activities.
- Train a specialized team of (4-5) Program Specialist with knowledge of grant management, including two Grant Management Program Specialists to work directly with tribes providing grant management technical assistance in coordination with the Program Specialist Manager.
- Assist in workshops and other trainings 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.
- Manage, monitor and support (3) Subawards under FVPSA ARP funding.
- Participate in culturally appropriate curriculum development when requested. All material developed shall be culturally, historically, and legally relevant.
- Develop and provide up-to-date resource information for Program Specialists to share with tribes on grants management including reporting; budget, narrative or scope of work modifications;
- Provide assistance to tribes when requested by Program Specialists or other staff for specialized technical assistance.
- Other duties as assigned.

Qualifications:

- A minimum of 3 years of experience working in the DV or Crime Victims/Survivor field in tribal communities.
- A minimum of 5 (7 years preferred) of grant management experience. Experience with FVPSA, OVW and OVC will be weighed more heavily.
- A B.A. or B.S. degree is preferred or 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 Program Specialist and other staff as needed and 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 as well as able to work as a team member.
- Ability to travel.

Interested applicants may apply by sending a cover letter, resume, and list of three references to Martha Bravo – martha.bravo@aknwr.org