

MINNESOTA INDIAN WOMEN'S SEXUAL ASSAULT COALITION

1619 Dayton Ave Suite 202 • St. Paul, MN 55103

Grants Compliance and Development Manager

Full-time Exempt Position

Location: Remote or in office in St. Paul, MN

Salary: \$50-55,000

We are an equal opportunity employer offering an excellent compensation package.

Interested candidates, please email a resume & cover letter to contact.us@miwsac.org by October 1, 2022. While we are seeking to fill this position as soon as possible, applications will be accepted on a rolling basis until the position is filled.

About the Organization

The Minnesota Indian Women's Sexual Assault Coalition (MIWSAC) is a state-wide Tribal sexual assault coalition, working to support advocates and survivors in Minnesota since 2001. Over the last 20 years, our work has expanded to providing training, technical assistance, and support around sexual assault and sex trafficking across the country. We provide culturally-led training and support to communities, as well as work towards shifting policy and societal structures. While our work is led by Indigenous values and indigenizing practices, we also know our work is inextricably linked to other anti-oppression work. MIWSAC centers our work in healing and social justice principles, the voices & needs of survivors/communities, and using our Traditional ways to best support Indigenous survivors.

About the Position

MIWSAC is seeking a new addition to our administrative team. The Grants Compliance and Development Manager is responsible for oversight of overall grants administration (including budget development/monitoring of work plans/timeline progress) across MIWSAC projects, programs, and initiatives; and assisting in the analysis and execution of potential and new streams of federal and non-federal funding sources.

This position will work collaboratively with the MIWSAC Operations Manager in the day-to-day administration and compliance of existing funding awards and grants; identifying funding opportunities and fundraising strategies; and providing logistical/administrative management and support of grant writing for potential funding opportunities.

CORE RESPONSIBILITIES:

Grants Management Activities

Assisting MIWSAC staff with all grants management activities, working in close coordination with the MIWSAC Operations Director, Finance Department and Executive Director, including but not limited to:

- Assisting in the development of organization and project budgets, including special project and conference budget planning;

- Analyzing and tracking expenditures of MIWSAC, and ensuring the timely and efficient expenditure of funds, including grant closeouts, by reviewing monthly financial reports with the Finance Manager;
- Monitoring and assuring compliance with Federal and State grant, audit and programmatic guidelines;
- Working in close coordination with other relevant staff in the development, tracking, and oversight of MIWSAC consultant contracts, including those related to special projects and in support of ongoing programmatic and organizational activities;
- Development of reports and analysis of data related to MIWSAC activities;
- Coordination of and timely submission of grant applications and grant program activity reports;
- Implementation of useful monitoring systems; and
- Organization, maintenance and archiving of grant files in MIWSAC's online filing system.

Grants and Project Tracking:

Tracking progress of work plans, timelines, and grant activities, including but not limited to:

- Developing and maintaining an administrative calendar to track grant reporting dates and monitoring the completion of these tasks;
- Creating, submitting and tracking grant requirement forms such as Conference Request/Report Forms;
- Implementation of useful systems such as Just Grants; and
- Coordinates with lead project staff on work plan development and engages in regular monitoring of work plan progress according to timelines established and activities outlined.

Development and Fundraising:

Assisting in the analysis, development and execution of potential and new streams of federal and non-federal funds, providing necessary logistical/administrative support to the Operations and Finance Managers, including but not limited to:

- Coordinating with Fiscal and Operations to track funding resources and project opportunities;
- Collaborating with relevant staff to establish Goals and Objectives;
- Establishing and maintaining a database of donations and gifts;
- Creating a system for planning and execution of new fundraising activities; and
- Compiling necessary documents and maintaining fundraising files.

Administrative/Internal Support:

- Assisting the Office Manager in travel coordination for staff and consultants in coordination with travel agent, fiscal and programmatic staff.
- Attending and participating in MIWSAC staff meetings, and in--service trainings.
- Performing other duties as may be needed or assigned by management.

Ideal Qualifications:

- Steadfast commitment to collective liberation, freedom from violence, and ability to speak and unite those in support of the MIWSAC mission and vision.
- Familiarity with the root causes and intersections of oppression, including homophobia, anti-Blackness, white supremacy, patriarchy, xenophobia, mysogny, etc.
- Passion for and experience in coalition building and community organizing, including working with partners, Tribal leadership, community, and survivors.
- Experience in the following areas: grants management, fund development, fundraising, database/tracking systems, state/federal grant compliance.

- Ability to organize and prioritize work, and meet competing deadlines in a fast-paced environment.
- Comfortable working as a team, and the ability to exercise independent judgment.
- Ability and willingness to help set up, take down, and haul supplies for events/trainings.
- Proficiency in both Google Suite and Microsoft Office applications.
- Ability to and excitement about traveling state-wide.

**Please apply even if you feel you do not meet ALL of the qualifications. MIWSAC strives for equitable hiring and we know that lived experience is immeasurable.*

Other Information:

This position will report to the Executive Director. This position can be based remotely throughout Minnesota or at our office in St. Paul.

Salary range: starting salary will be between \$50-55,000 based on qualifications, experience, and other factors. MIWSAC offers a full package of benefits including health & dental insurance, matching retirement, investment in personal development, and an expansive time off policy.

To Apply:

Please email a resume & cover letter to contact.us@miwsac.org. We are seeking to fill this position as soon as possible, and are accepting applications until the position is filled. Priority will be given to applications received by October 1, 2022.

In your cover letter, please address the following (one page)

- Discuss your experience in grants compliance and fund development/fundraising;
- Talk about your interest in and understanding of the anti-sexual violence movement as it relates to Indigenous communities.