



## NATIVE AMERICAN FISH AND WILDLIFE SOCIETY

### POSITION VACANCY – Grants Coordinator

The Native American Fish and Wildlife Society is seeking a qualified applicant to fill a vacant Grants Coordinator position. Please contact Julie Thorstenson, PhD at [JThor@nafws.org](mailto:JThor@nafws.org) for questions about this announcement.

Position: Grants Coordinator  
Employer: Native American Fish and Wildlife Society  
Location: REMOTE  
Salary: DOE  
Posted: May 5, 2023  
Closes: June 5, 2023, 11:59 MDT  
Degree: Bachelors  
Experience: Successful grant writing, management, monitoring from multiple sources; Tribal experience; natural resources  
Major Duties: See link for full announcement  
Applications: To apply, submit a resume, cover letter, 3 professional references, BIA Form 4432 (if claiming Indian Preference) and transcripts to: Julie Thorstenson at [JThor@nafws.org](mailto:JThor@nafws.org)

### INTRODUCTION

The Grants Coordinator is responsible for identifying funding opportunities available for Tribal fish and wildlife programs. They will coordinate information dissemination and technical assistance opportunities to increase Tribal participation in funding opportunities. They will become proficient in multiple grant application platforms to assist Tribes with submittal processes.

The Grants Coordinator will be responsible for conducting business in a manner that coincides with the Articles of Incorporation, Strategic Plan, Code of Ethics and other regulations, policies, and procedures of NAFWS.

The Grants Coordinator will frequently be involved in situations that are very complex and highly sensitive and is expected to always conduct themselves in a professional manner, and to seek guidance and direction on issues from the NAFWS Executive Director.

### DUTIES

Primary duties include:

- Conduct outreach and offer assistance to Tribes and potential grantees in targeted and priority regions and geographies to help them understand available funding priorities.

- Facilitate peer-to-peer learning among grantees through field tours, site visits, workshops, and other venues.
- Organize opportunities for presentations on successful grants at select conferences and events including the NAFWS regional and National conferences.
- Reviews Tribal grant proposals as requested and provides feedback
- Assist with budget creation for grant proposals.
- Develops templates and online resources for Tribal grant applicants and awardees specific to grant programs.
- Network with funders and partners to identify partner opportunities.
- Identifies critical or problematic areas, and in conjunction with technical program specialist, determines or recommends corrective action.
- Provide feedback and insights to granting agencies about applicant and grantee lessons learned and program improvement opportunities.

#### KNOWLEDGE/SKILLS/ABILITIES:

- Bachelor's Degree in biology or fish and wildlife resource management or related natural resources field required or experience equivalent.
  - Applicant must demonstrate an understanding of the concepts and practices involved in the management of fish and wildlife resources.
  - Required Experience: 5 years' experience in grant writing and management.
  - Prior experience in working with Tribes, Native organizations and people and federal agencies is preferred.
- Working knowledge of Tribal governments, treaties, agreements, policies, and sensitive issues associated with the management of fish and wildlife resources.
- Knowledge of federal grant and contract procedures and policies.
- Effective communication skills. The applicant must demonstrate the ability to communicate effectively both orally and in writing.
- Strong interpersonal skills and ability to work effectively with a variety of people with authority to make decisions covering a wide range of fish and wildlife programs.

#### SUPERVISION RECEIVED

- The applicant is under the direct supervision of the NAFWS Deputy Executive Director.

#### SUPERVISORY RESPONSIBILITIES

- This is a SUPERVISORY position, providing supervision to the ATBC Field Liaisons

#### COMPLEXITY

- Applicant's tasks involve working with and through many different groups with a wide diversity of interests to achieve the overall mission and goals of the NAFWS.
- Applicant must be able to work effectively with the NAFWS membership and assist them with issues or concerns
- All duties and actions of the applicant must be carried out in a manner that maintains harmonious working relations with the various interest groups.

### PERSONAL CONTACTS

- Internal contact with NAFWS membership, staff and Board of Directors occurs on a regular basis. Other contacts with various Tribal, federal and state agencies and nongovernmental organizations will be on a frequent basis.

### PHYSICAL DEMANDS

- This position requires a significant amount of travel which can be very demanding. The majority of work time will be spent in an office environment and includes standard demands associated with this setting. Minimal lifting of office equipment supplies and other work office environment items may be required. A minimum of 20 pounds may be required to be lifted. The incumbent must demonstrate flexibility and self-motivation. The incumbent must be able to perform physical activities associated with fisheries and wildlife activities.

### WORK ENVIRONMENT

- The Grant Coordinator's duty station will be remote. The majority of work is performed in an office setting. Field work usually consists of travel (up to 20%) to various regions or metropolitan areas for meetings and presentations. Some discomfort may be encountered when exposed to extremes of heat, cold or inclement weather.

### EMPLOYMENT REQUIREMENTS

The Native American Fish and Wildlife Society is an Equal Opportunity Employer and does not discriminate in any personnel practice. As provided in federal law, the NAFWS does provide employment preferences for Native Americans and veterans of U.S. Armed Services.

Incumbent will be subject to a pre-employment background check and reference checks. Must possess a valid Driver's license.

Will be required to serve a 90-day probation period.