



Job Title: Grant Program Manager

Reports to: Executive Director

Type: Exempt, Non-Supervisory

Location: 1633 Fillmore, Denver, CO 80206

Pay range: \$45,000-\$67,500, dependent on experience

About us:

The mission of Denver Indian Family Resource Center (DIFRC) is to strengthen American Indian and Alaska Native (AI/AN) children and families through collaborative and culturally responsive services. Our vision is to achieve generations of healthy and strong American Indian/Alaska Native children and families.

About the Position:

The Grant Program Manager oversees and manages the grants management process at DIFRC, including the oversight of grant terms compliance and reporting requirements. This position will also be responsible for assisting department managers with policy and procedure development of new funding sources to the revision of current practices to maintain compliance with funding requirements. This position will work closely with department managers in aligning awarded funding with the FRCA Family Development Pathways and DIFRC's Practice Models.

This position reports to the Executive Director and works closely with organizational leadership.

Responsibilities - Note: Applicants are encouraged to apply even if they don't have experience in every area below. The best applicant will have mixed skills and that mix looks different for every person.

1. Assists with the completion of qualitative and quantitative reports to funders and Executive Director on progress towards program goals.
2. Collaborates with Data Specialist and leadership staff to ensure that necessary data is tracked for each funding source.
3. Works closely with the Data Specialist and Leadership team to ensure data is collected on a timely basis and with fidelity to the FRCA Family Development Pathways Model; evaluates program impact and adjusts programs and/or evaluation tools to improve and capture impact
4. Provides technical assistance to organizational staff in implementing new tools and methods of data collection.
5. Provides technical assistance to organizational staff in enforcing organizational policies and procedures, state and federal grants compliance, including foundation and other funding source compliance.
6. Experience developing and leading trainings, including meetings for adults.
7. Develops standard work processes and manuals; maintains and updates program websites; develops and revises marketing materials.
8. Assists with identifying new funding sources, including development of proposal and budget submissions.
9. Prepares and maintains internal tracking checklists and timeline documents.

10. Participates on the FPERC Implementation team
11. Other duties as assigned

Minimum Qualifications:

1. A minimum of a Bachelor's degree in a human behavioral sciences field (social work, sociology, psychology, guidance and counseling, and/or child development) or in a finance related degree
2. OR minimum five years' experience performing a broad range of tasks within a social service, non-profit, or child development/youth-serving agency providing direct services to vulnerable children, youth, or their families.
3. A minimum of two years of grant management experience
4. Extensive knowledge of American Indian and Alaska Native cultures; one year experience working with AI/AN families preferred.
5. Must possess and maintain a valid driver's license
6. Must be able to successfully pass a pre-employment criminal background check.
7. Superior communication skills

Other Requirements – NOTE: a successful candidate does not necessarily need proficiency in every area listed below (We are willing to offer instructions for the platforms and processes we use).

1. Master's in Public Health, Public Administration or a human behavioral sciences field (social work, sociology, psychology)

Salary and Benefits:

The salary range for this position is \$45,000 to \$67,500 depending on experience and includes generous health insurance, vision, dental, life insurance, short-term disability, paid time off, and complimentary access to mental health and well-being counselors.

To apply:

We are motivated to bring a new staff member onboard and estimate the process will take two to four weeks. Here is the process:

- Initial short interview by video or phone
- Second interview in person with team members
- Reference checks

Send a resume and letter explaining why you are a good fit for this position to apply@difrc.org with "Grant Program Manager" in the subject line. We will accept applications until the position is filled. We will notify all applicants when the position has been filled.

Denver Indian Family Resource Center (DIFRC) is an equal opportunity employer that values workplace diversity. DIFRC strives to create an inclusive workplace that embraces diverse backgrounds, life experiences, and perspectives. DIFRC prohibits discrimination of employees or 2022 applicants on the basis of race, creed, color, age, sex, national origin, marital status, sexual identity, sexual orientation, religious or political affiliation, disability, or any other classification considered discriminatory under applicable law