***The Mission of Nch’i Wana Housing is “to empower the Nch’i Wana Pum (People of the Big River) by expanding their social, cultural, housing, and economic opportunities in the Native communities along the Columbia River.”***

**Position Description**

|  |  |
| --- | --- |
| **Position:**  | **Finance & Grants Administrator** |
| **Department/Program:**  | Nch’i Wana Housing  |
| **Compensation:**  | Starts at $26.00 hr DOQ |
| **Benefits:**  | Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours. NWH recognizes twelve paid holidays per calendar year. NWH also provides medical, dental, and vision insurance. Employees may enroll in a 401k retirement plan after 3 months of employment.  |
| **Employment Status:**  | Part-time, Regular, Non-Exempt  |
| **Hours:**  | Estimated 10-20 hours per week as needed |
| **Supervision:**  | No supervisory requirements  |
| **Reports To:**  | Nch’i Wana Executive Director  |
| **Job Location:**  | Nch’i Wana Office, 2505 W. 7th Street, The Dalles, OR 97058(remote work option available) |
| **Created/Revised:**  | July 2025 |

**Position Description:**

The Finance & Grants Administrator is a critical member of Nch’i Wana Housing (NWH), which works across several housing, community development, and advocacy programs. NWH advocates for Native clients in the various programs, referral processes, and barriers they may face when seeking assistance with housing or other services. The Finance & Grants Administrator is responsible for managing the process of obtaining funds from grant-making organizations. Their job duties include researching potential grant opportunities, preparing proposals, drafting grant applications and budgets, and managing awarded grants to ensure compliance with the grant’s terms and conditions. This position ensures updated records and creates reports regarding grant utilization as well as providing training and guidance to staff around grant processes and management. Additionally, the Finance & Grants Administrator completes the monthly close in conjunction with the bookkeeper, including labor grant distribution reports, shar ed cost allocations, and the monthly administrative fee journal entries, as well as generating routine financial reports for the Executive Director, funders, and the Board of Directors. The ideal candidate will be detail-oriented, organized, and able to manage multiple projects simultaneously. Knowledge of funding sources and grant writing is required.

**Essential Functions:**

* Prepare necessary reports for the bookkeeper to do the monthly close including the grant personnel allocations report, shared cost allocations, and administrative fee journal entry. Collaborates with the Office Manager on the credit card log, PEX log, and bank statement coding.
* Manage administrative aspects of awarded grants, including tracking and reporting grant finances and project outcomes
* Generate routine financial reports for the Director, funders, and the Board of Directors as requested.
* Assists Director in grant reporting.
* Keeps Director informed of important items requiring immediate review action and maintaining a running Admin to do list.
* Assist Director in the development and management of the organizational budget.
* Assist Director in grant management, deliverables, and compliance.
* Provide training and guidance to staff around grant processes and management.
* Coordinate and communicate with project teams to ensure grant-funded projects are progressing as planned
* Assist Director in developing strategies to meet the organization’s goals and objectives
* Assist Director and/or grant writer in collecting information for grant writing and/or fundraising activities.
* Assist and recommend efficient documentation and filing systems, both digital and paper copy, that meet the organization's needs.
* Assist the Executive Director in hiring new personnel and with the onboarding process.

**Additional Duties:**

* Other duties as assigned by the Executive Director
* Ability to maintain an elevated level of confidentiality.
* Contribute to fostering a safe and welcoming environment for community members and staff.

**Qualifications:**

**Education & Training:**

* Associate or bachelor's degree in business administration, communications, or a related field preferred
* 2-5 years of work experience in an administrative/financial management role, non-profit sector preferred
* Knowledge of funding sources and grant writing is required.
* A combination of equivalent education and experience may be an acceptable substitute

**Knowledge/Experience:**

* Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Columbia River Indian experience required
* Experience working within diverse populations specifically with the Columbia River Native American population, including working within a tribe, board, or other organization strongly preferred

**Certifications/Credentials:**

* Certification (or ability to certify) and ability to maintain certification in Cardiopulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED)

**Skills:**

* Familiarity with Generally Accepted Accounting Principles (GAAP)
* Experience with financial accounting software
* Must have exceptional attention to detail
* Strong organizational and time management skills, and ability to prioritize
* Strong problem-solving skills and analytical abilities
* Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
* Develop and maintain professional relationships with grant-making organizations
* Demonstrated skills in interpersonal communication, collaboration, and conflict resolution
* Must be proficient with Microsoft Office including Word, OneDrive, Excel, and SharePoint

**Work Environment: 90% office, 10% outside office, including occasional evening and weekend events**

**Physical Requirements:**

* The employee is occasionally required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
* The employee may be required to sit for extended periods of time.
* The employee must occasionally lift and/or move up to 30 pounds.
* Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Equipment Used:**

* Computer
* Office phone
* Fax
* Copy machine and scanner

**Safety Considerations:**

* Some travel may be required.

**Other Requirements:**

* Valid Driver License or must be able to obtain one upon hire (must be eligible to be an insured driver under Nch’i Wana Housing liability insurance policy)
* Successful completion of a background check.

**Application Deadline:** Thursday, July 31, 2025 5:00pm

**How to Apply:**

Interested candidates should submit:

1. A Cover Letter addressing your qualifications for the position and why you are interested in joining the team
2. A current Resume
3. A completed NWH Application for Employment Form

*Attention:* Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the sheer number of applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

Please send application materials to :

Email (preferred): debraw@nchiwana.org

Mail:

Nch’i Wana Housing

Attn: Debra Whitefoot

2505 W. 7th Street

The Dalles, OR 97058