



Position Description: **Grants, Compliance, and Data Manager**

Reports to: Chief Implementation Officer

Status: Full-time, FLSA Exempt

Benefits: Eligible for Full Benefits

Location: On-site or Remote

About Wind River Development Fund

The Wind River Development Fund (WRDF) is a non-profit 501(c)(3) community development corporation that provides financial opportunities to stimulate economic development on and near the Wind River Indian Reservation in Wyoming, promoting self-sufficiency, self-determination and an enhanced quality of life for the reservation community. WRDF is a certified Native Community Development Financial Institution (CDFI) providing financial and development services that are often unavailable from mainstream financial institutions. The Wind River Development Fund is a financially healthy, growing organization with a committed Board of Directors and a dedicated staff.

Position Summary

WRDF is one of six awardees in the country under the Economic Development Administration's (EDA) Recompete Pilot Program with a \$36.1 million award for economic development on the Wind River Indian Reservation in Wyoming. We are currently seeking a detail-oriented and driven professional to join our team as a Grants, Compliance and Data Manager. The Manager reports to the Chief Implementation Officer (CIO) with a dotted line to the Chief Financial Officer. The Grants Manager will have broad knowledge of and experience in grants management and compliance aspects for non-profit organizations. Experience with compliance and contracting with government agencies is a plus!

Specific Responsibilities

- Develop, implement, and revise policies and procedures for the general operation of grants management and contracting activities to provide high-quality and ethical service to leadership, staff, and partner organizations.
- Partner with the Implementation Team members to monitor and track the Recompete grant (and related grants) and contracts to ensure that required laws, regulations, and established policies are followed at all times.
- Convene and partner with the WRDF team and Recompete partners to integrate compliance recommendations into approved grant activities, expenditures, contract awards, outcomes, and reporting.
- Serve as the advisor to leadership on non-profit compliance matters:
 - Keep abreast of non-profit compliance and risk matters.
 - Research and advise leadership on the organization's compliance with grant and contract-related laws and regulations.
 - Support WRDF's "audit-ready" mode at all times.

- Prepare and submit reports in accordance with funder requirements and deadlines and provide guidance to staff on necessary and/or useful strategies to grow and improve reporting capacity.
- Assist and advise WRDF and partner organizations on federal regulations (e.g., 2 CFR 200), procurement guidelines, internal controls and documentation, and risk management.
- Work with staff and partners to ensure they are informed of the requirements of grant agreement(s) and assist in organizing educational programs to strengthen the knowledge base.
- Create, curate, access, and update data and data systems from various sources to support grant reporting, immediate and long-term impact, and storytelling.
- Investigate and evaluate additional funding opportunities to leverage the Recompete grant and magnify its impact in the community.

Qualifications

- Minimum five years of related experience in a non-profit environment or an industry supporting non-profit operating capacity.
- Relevant experience in grants management and compliance, preferable with a bachelor's degree in law, business administration or relevant area of study.
- Knowledge of compliance risk issues with non-profit organizations holding multiple federal grants.
- Proven expertise building and leveraging sophisticated data systems to gain insights into key performance indicators, leading indicators, and long-term outcomes.
- Demonstrated high level of ethics, integrity, and confidentiality.
- Proficiency in the Microsoft Office 365 suite of products.

What will make you stand out

- Extensive experience managing large federal grants with a proven record of maintaining 100% compliance and supporting clean audits at all times.
- Demonstrable knowledge of compliance best practices and federal regulations (2 CFR 200).
- Ability to approach others in a tactful manner, react well under pressure, and treat others with respect and consideration regardless of their status or position.
- Alignment with WRDF's Indigenous values of Courage, Respect, Humility, Wisdom, Shared Path, and Sunrise Thinking.
- Ability to accept responsibility for your own actions and follow through on your commitments.

Salary and Benefits

The compensation range for this position is \$75,000-\$90,000 depending on experience and qualifications. This position is eligible for WRDF's performance-based bonus system. WRDF offers an excellent benefits package, including health, dental, vision, life insurance, SEP savings plan with employer match, and paid time off.

Please Note

This position is funded by a five-year federal grant and is dependent upon availability of funds from the federal government. All employees of WRDF are employed, at-will, for an indefinite term and by mutual consent.

Please send your resume to paul@wrdf.org for consideration.