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**Chico Rancheria Housing Corporation**  
A non-profit Tribal Corporation of the Mechoopda Indian Tribe

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**JOB DESCRIPTION**

<b>JOB TITLE:</b> GRANT & OPERATIONS MANAGER	<b>GRADE/RANGE:</b> 52, 000 -65,000	<b>FSLA:</b> Exempt- Executive	<b>REPORTS TO:</b> Housing Director & Board of Directors	<b>SUPERVISES:</b> ROSS & Admin Staff	<b>ADOPTED BY BOARD OF DIRECTORS:</b>  <b>EFFECTIVE DATE:</b>
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**GENERAL DESCRIPTION:**

The Grant/Operations Manager supports the authority from and is directly responsible to the Housing Director and the Board of Directors for the efficient and orderly management and administration of the Corporation's grants, activities, financial tracking, budget development and grant solicitation as authorized by the Charter of the Corporation. This position leads grant writing, compliance, and reporting while supporting strategic housing development efforts.

**TYPICAL DUTIES:**

Responsibilities shall include administration and oversight of all housing related grants, actively researching grant opportunities and maintaining grant requirements and reporting. Under the guidance of the Housing Director and/or the Board of Directors the Grant & Operations Manager will provide administrative assistance with budget development and other administrative tasks as needed. The successful candidate will be self-motivated, have strong organizational and accounting skills, and be comfortable representing the Corporation to funding agencies and external partners. This role ensures all grant-funded programs operate in full compliance with federal, state, and tribal regulations (including NAHASDA, HUD, and ARPA where applicable). The Manager will also supervise assigned staff and coordinate across departments to successfully implement housing initiatives that serve the community.

**PRINCIPAL ACCOUNTABILITIES**

- Acts as the professional support to the Housing Director.
- Review and Approve CRHC staff timesheets
- Provides effective management of the Corporation's programs within budgetary provisions and limitations.
- Lead the writing and submission of competitive grant proposals
- Assist in assuring compliance with all HUD and NAHASDA management directives and policies.
- Shall serve as the acting Director in the absence of the Director and make decisions as necessary and with direction from the Board.
- Shall maintain a priority system in accepting other position related job duties as assigned.
- Reviews all files for compliance and finalizes the process for eligibility.
- Keep track of all housing program data and current participants for the annual reporting.
- Submits monthly Grant & Operations Manager reports to the Housing Board and quarterly reports to the Council for the Joint Housing Meetings.
- Conducts grant drawdowns at the direction of the Fiscal Department.
- Attend training, workshops, conferences, and other functions in order to represent the Corporation with the goal of identifying potential grant programs that overlap with CRHC's strategic priorities.
- Work with CRHC staff and Board to develop grant proposals, apply for grants, manage accounts, and track award status
- Coordinate with Fiscal Department to ensure reporting deadlines are observed and maintained.
- Other duties as assigned

**DESIRED QUALIFICATIONS**

**Knowledge of:** Principles and practices of public administration, including finance, budgeting and accounting; residential construction, rehabilitation and financing; principles; applicable tribal, federal, state and local laws and regulations related to areas of responsibility, in particular Pl. 104-330, *The Native American Housing Assistance and Self-Determination Act (NAHASDA) of 1996* as amended; research techniques, sources and availability of information and methods of report presentation methods and public speaking; community resources.

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**Ability to:** Assist with developing, implementing and directing a variety of housing programs; communicate clearly and concisely, orally and in writing; maintain effective working relationships with others; prepare analytical and complete staff reports, interpret, explain and apply laws, rules and regulations; plan, organize and schedule projects and responsibilities; obtain grant funding; select, train, supervise and evaluate assigned staff. High attention to detail and organization.

**Experience:** Four years of highly relevant grant and operations management experience or other directly related activities. Which includes but is not limited to, grant writing, management, and program administration. Strongly encouraged to have managing experience with federal or tribal funding, as well as supervising staff with an ability to foster a collaborative, accountable, and respectful work environment.

**Education:** These entry qualifications would normally be obtained through a bachelor's degree program in Business, Finance, Accounting, or Public Policy or it's equivalent, combined with two years of related work experience in finance and budget, financial analysis, federal grant management and compliance or similar field.

**Additional Requirements:** Possession of a valid California Driver License. A good driving record is necessary for coverage under the Corporation's insurance policy without an additional increase in the Corporation's premium due to a questionable or poor driving history; drug test and criminal history background clearances.

### PHYSICAL DEMANDS

Work is performed mostly in office settings. Some outdoor work is required in the inspection of housing and in various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Frequently, the employee is required to sit. It is crucial to the outcome of job tasks that the employee is able to: talk or hear; use hands to finger, handle, feel or operate objects; and reach with hands and arms. The employee is occasionally required to stand or walk. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move objects of up to 25 pounds in weight. Vision requirements for this position include close vision, distant vision, peripheral vision, depth perception, and the ability to focus.

### WORKING CONDITIONS

The employee performs job duties in a climate-controlled office under noise conditions that are usually quiet in the office and moderate in the field. While performing the duties of this job, the employee occasionally works in the outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

### INDIAN PREFERENCE PROVISIONS IN HIRING

Preference in hiring is given to qualified American Indians in accordance with the Indian Self- Determination and Education Assistance Act (Title 24 U.S. Code, Section 472 and 473). Applicants claiming Indian preference must submit verification certified by Tribe of affiliation or other acceptable documentation of Indian Heritage.

### TRIBAL PREFERENCE PROVISIONS IN HIRING

Members of the Mechoopda Indian Tribe are subject to preference in hiring over members of other tribes.

### SUMMARY OF INDIAN AND TRIBAL PREFERENCE

In a case where one applicant is certified as a Tribal member and another applicant is not a Tribal member and both applicants possess equivalent qualifications, Indian preference shall apply.

In a case where one applicant is certified as a Mechoopda Indian Tribal member and another applicant is a Tribal member of another tribe and both applicants possess equivalent qualifications, Tribal preference shall apply.