



Grants Director

Supervised by:	Chief Operating Officer
Location:	Pierre, SD or Sioux Falls, SD
Status:	Full-time, salaried (exempt)
Salary:	Starting \$67,600 - \$70,720

SDUIH OVERVIEW:

The South Dakota Urban Indian Health, Inc. (SDUIH) is a non-profit corporation that consists of two full-time primary care clinics. SDUIH is a comprehensive patient-focused health care organization. SDUIH corporate headquarters is located in Pierre and the agency reports to the Indian Health Service (IHS) in Aberdeen.

Additionally, you'll enjoy quarterly employee wellness activities and continued learning opportunities. When you join our team at SDUIH, you're joining our Tiwahe (family). We believe that through equitable pay, flexibility, and centering employee wellness, we're creating systemic change that benefits everyone, especially our patients. Working with our medical, behavioral health, and cultural health teams, you'll improve the health and wellness of our patients and positively impact the health of our community.

SDUIH employees enjoy traditional benefits, such as:

- Health Insurance – SDUIH pays 72% of the premium
- Life Insurance – SDUIH provides \$25,000, employees can purchase additional
- Sick leave of 40 hours per year
- PTO accrued at the rate of 5 hours each pay period
- Short-Term and Long-Term Disability provided by SDUIH
- 11 paid holidays each year
- Participation in a 401(k) with a company match of 100% of the first 4% the employee contributes
- 12 Wellness Days per year

POSITION SUMMARY:

The Grants Director will manage and oversee all South Dakota Urban Indian Health's grants and grant programming, including grant submission, financial reporting, and ensuring all grant goals are achieved. The Grant Director will work with all members of the SDUIH team to ensure objectives and goals are carried out effectively and on time per grant requirements. The ideal candidate will be organized, able to adhere to deadlines, communicate well with a diverse team, and be knowledgeable about many public health topics.

Skills & Ability

- Ensure highest level of integrity in management of grants and adherence to SDUIH, government, state, and municipal policies.
- Submit reports and forms in the appropriate systems (grants.gov, Grant Solutions, eRA Commons, SPARS, Payment Management System, etc.) on time.
- Request reimbursements and drawdowns as needed.
- Correctly complete paperwork and reports on time.
- Account for all grant funds coming in and being spent.
- Reporting outcomes to the SDUIH Executive Team and SDUIH Board of Directors.
- Work with grant teams to complete goals and objectives and help teams adhere to timelines.
- Facilitate grant team meetings.
- Build and maintain relationships with funders and other strategic partners.
- Draft proposals/LOIs, grant budgets, grant narratives.
- Ensure timely training of any contractors, subgrantees, and/or grant team members.
- Closeout grant awards.
- Supervision of grant project manager(s) and other relevant staff.
- Working effectively with outside agencies assisting with grant projects and ensuring timelines are being met

Knowledge of:

- Strong communication and problem-solving skills.
- Conducting literature reviews of topics of interest.
- Basic community-based participatory research methods, including facilitation of focus groups, utilizing validated questions and surveys for grant activities, basic analysis of data obtained from grants, and engaging the community to participate in grant activities.
- Basic program and research evaluation methods.
- Knowledge of research ethics and research review boards.
- Financial rules and regulations as they relate to various granting agencies.
- Report and presentation creation.
- Publishing papers and results in peer-reviewed and other journals and publications.
- Work independently and with a team as appropriate.
- Maintain records as required by federal, state, and local laws.
- Establish and maintain cooperative and effective working relationships with staff and community members.
- Knowledge of planning and coordinate conferences and/or community events.
- Knowledge of creating work plans and timelines.
- Knowledge of healthcare systems, clinic processes, healthcare terminology, public health, health disparities, health promotion/disease prevention, and disease prevention and intervention.
- Knowledge of behavioral health interventions, terminology, and treatment. Including but not limited to mental health diagnoses, substance use disorders, medication assisted treatment, etc.
- Understanding or willingness to gain understanding of LGBTQ+ and Two Spirit identities, including clinical considerations and best practices for these relatives.

Qualifications:

- Master's degree in relevant field preferred.
- At least 3-5 years' experience in grants management.
- Established work with Native communities in Pierre and Sioux Falls.

- Demonstrated strong organizational, communication, leadership, problem solving, and time management skills.
- Familiarity with grant reporting rules and regulations.
- Must be vaccinated against or willing to be vaccinated against COVID-19.
- Must be CPR certified or willing to obtain CPR certifications within 6 months of employment.

How to Apply

Interested individuals should email their resume and a completed application to Aspen.Gillaspie@sduih.org. Applications can be found at <https://sduih.org/careers/>.

SDUIH has the right to amend this job description as operational needs dictate. SDUIH is an at-will employer.

I have read the above job description, and understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodations. I have discussed any questions I may have about this job description prior to signing the form.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____