



GRANT COACH

This is a brand-new position that will be working on the ground promoting a new theory of change in grant making for Native communities as part of the Good Relatives Collaborative (GRC).

KEY ROLES & RESPONSIBILITIES

- Provide outreach and longer term, client centered coaching to maintain strong relationships and build capacity with applicants in the grant making pipeline.
- Assess the stage of development for the nonprofit, assist in the development of a personalized action plan, and provide support through the life cycle of the grant award and grantee.
- Assists in the grant application package with the applicant(s) including oral presentation and/or written application. Coach applicants in the development of timelines, project goals and outcomes, impact, evaluation, cash flow/financial worksheets, telling their story, creating a grant checklist, and other required materials and documentation.
- Work closely with the Engagement Coordinator to provide continued support and grant technical assistance to clients.
- Assist in aligning the organization's communication strategy with the organization's theory of change.
- Work and communicate in coordination with MNIBA's ED, staff and the GRC Grant Coaches and Native grant reviewers in MN, ND, and SD.
- Sharing in program and project management such as scheduling statewide meetings (virtual and face-to-face), training, capacity building, brainstorming, and editing.
- Overnight travel within the state and some evening and/or weekend work.

SKILLS & QUALIFICATIONS

A deep understanding of trends and barriers to funding and growing Native ecosystems holistically. We are seeking an individual with experience working with Native nonprofits operating within the eleven distinct Native communities, rural and urban areas of Minnesota.

Relationships and Community Building

- Have excellent relationship building skills, curiosity, and humble learning posture.
- A deep understanding and experience working with Native communities and protocols.
- First-hand knowledge and experience of equitable development and approaching the work with a racial and social justice lens.

- The ability to cultivate and maintain relationships with community and facilitate those interconnections.
- Possess strong consensus building skills with diverse and not always aligned participants.
- Have deep knowledge of organizing at the community level to build awareness of restorative and values-based economies, investment, that lead to best practices and capacity building to foster community healing, social, cultural, and economic prosperity.

Grantmaking and Community Relations

- Understand both the power and limitations of grantmaking as a tool, particularly within the context and nuance of funding in Native country.
- Produce an evolving overview of the local and regional landscapes, drawing on research MNIBA and GRC partners have already done and expand opportunities and issues we need to learn more about.
- Communicate regularly with MNIBA and Good Relatives Collaborative directors, staff, and consultants, keeping in mind a healthy continuity of relationships and knowledge flow.
- Assist in the development of an overall capacity building strategy in collaboration with MNIBA and GRC partners that is aligned with our theory of change and policy goals to ensure both long-term and short-term impacts are achieved.
- Build and cultivate new, and existing relationships with donors, funding partners, sponsors, and organizational partners, building trust, communicating regularly, and collaborating to move MNIBA's and GRC's objectives forward.

Passion and Commitment

Passion, energy, and vision for MNIBA's mission and values, and a profound belief in the ability of GRC to build capacity and expand healthy native-led nonprofits and community collaboratives throughout the state.

Collaboration

- Highly collaborative, with a willingness and ability to adapt, pivot, and be flexible, and recognize when compromise is necessary.

Administrative

- Professional and positive communication style in person, on phone and in email.
- Strong organizational skills and is self-directed and can meet deadlines.
- Strong writing and grammar skills (for non-academic audiences)
- Strong computer skills and working knowledge of Microsoft Office products.

Experience

A minimum of 5 years of experience in grant writing processes, coaching, and the nonprofit sector.

Education

An undergraduate or advanced degree in a related field is ideal. Life experiences and proven track record in lieu of formal education will be considered.

LOCATION

Due to the pandemic and nature of the work, this position will be a hybrid model with remote option and MNIBA's eventual transition to a co-working office space in the metro area. This does not require relocation, but when we are back into a face-to-face model, it will require travel to the metro for monthly meetings.

HOW TO APPLY

This contract position will remain open until filled. Pay is commensurate with relevant experience, starting at \$40 - \$50 per hour x 400 hours (200 hours per grant application cycle).

All applications must be received via email, in PDF format (cover letter and resume combined into one document) and emailed to: info@mniba.org

This job description does not constitute a written or implied contract for employment. MNIBA reserves the right to revise or change job duties and responsibilities as the need arises. MNIBA is an equal opportunity employer that is committed to diversity and inclusion in the workplace.