



### **OVERVIEW**

The Grant Manager will identify, define and develop funding sources to support existing and planned program activities, as well as lead the development, writing and submission of grant proposals and applications to federal, state, local and private funding agencies. Subsequent grant management is expected if the application is successful. The position is also responsible for collecting, analyzing and reporting data on the performance of program activities to funding entities, as required. Immediate supervision is under the Court Administrator with final reporting duties to the Chief Judge.

Contacts are with employees within/outside the immediate work area, funding agency representatives, community members, and the public. The purpose of these contacts is to exchange information, coordinate work efforts, and coordinate a network of services for the benefit of the Hopi people.

The work is sedentary and performed in a judicial office setting, requiring normal safety precautions typical of office / meeting rooms and working around office equipment and machines. Work may at times extend beyond the normal working hours, evening, holidays, and weekends. Occasional travel is required.

### **PRIMARY JOB FUNCTIONS** (The following duties are not all-inclusive or restrictive)

- 1) Research and identifies government (federal, state and local/county), corporate, foundation and private funding opportunities that are in line with the needs and priorities of the Judicial Branch priorities, or as directed.
- 2) Generates high-quality proposals, narratives, applications and supporting documentation in response to solicitations, consistent with the requirements of each funding source.
- 3) Maintains primary responsibility for grant schedules and tracking grants, updates the Court Administrator and Chief Judge on a periodic basis or as requested.
- 4) Serves as a liaison to all (or potential) funders.
- 5) Research, writes and submits letters of inquiry/concept papers, and secures support letters.
- 6) Follows-up regarding the status of submitted proposals.
- 7) Confers with the Court Administrator to create project budget to accompany proposals.
- 8) Develops and maintains a master file on pending grants and established contracts.
- 9) When requested, meet with Court Supervisors to discuss project and grant opportunities.
- 10) Cognizant of regulations and other matters of compliance with all grants consistent with instruction or guidance from funding sources through FAQs, CFRs, e-mail, webinars and other communiques.
- 11) Remains up to date on current issues relating to the craft of grant proposal writing.
- 12) Inform staff and answers questions regarding allowability of grant expenditures.
- 13) If requested, drafts grant policies and procedures for the Court.
- 14) Prepares monthly and annual expenditure tracking reports.
- 15) Reconciles and balancing financial reporting systems for multiple grant funds and fund years.
- 16) Tracks expenditure timelines to adhere to complex federal expenditure requirements.
- 17) Prepares grant agency submittals.
- 18) Prepare annual reports.
- 19) Prepare all internal, Federal, and Single Audit reviews as required.
- 20) Supports Accounts Receivable and Accounts Payable duties for the department.
- 21) Conducts analysis of expenditure and financial data.

- 22) Creates and maintains complex Excel workbooks and spreadsheets working with tables and/or using complex formulas for reporting and reconciliations to support operations and expenditure tracking.
- 23) Demonstrates superior seamless customer service, integrity and commitment to innovation, efficiency, and fiscally responsible activity.
- 24) Demonstrates transparency, accountability, and leadership in public administration.
- 25) Must be comfortable working with considerable independence.
- 26) Performs other related duties as assigned or authorized to achieve Tribal/Program goals and objectives.

**MINIMUM QUALIFICATIONS**

Education: Bachelor's Degree in English, Communication, Business Administration, Public Administration or related field; AND

Experience: Four (4) years grant/proposal writing, program development and compliance monitoring; OR

Equivalent combination of Education, Training, and Experience, which demonstrates the ability to perform the duties.

**KNOWLEDGE, SKILLS, AND ABILITIES**


- Knowledge of court operations.
- Knowledge of funds development and grant proposal processes.
- Knowledge of applicable Tribal and federal laws, regulations, etc.
- Knowledge in management software applications, i.e. word processing, spreadsheet database, etc.
- Knowledge of socio-economic environment, culture and traditions of the Hopi Reservation.
- Excellent skill in verbal and written communication skills to prepare reports, correspondence, comments and conduct presentations.
- Excellent skill in organization and coordination.
- Excellent research skills.
- Ability to exercise sound independent judgement and professionalism in carrying out duties.
- Ability to interpret statutes, codes ordinances and policies.
- Ability to handle and coordinate a variety of administrative functional responsibilities.
- Ability to explain budgetary problems in simple non-technical language.
- Ability to perform multiple tasks simultaneously in a flexible and efficient manner.
- Ability to maintain sensitive and restricted information, documents, records, etc., in accordance with applicable laws, regulations and policies.

**NECESSARY REQUIREMENTS**

- 1) Required to maintain a valid Arizona Driver's License and complete the Hopi Tribe's Defensive Driving training.
- 2) Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license, which qualifies the incumbent for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license). Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass pre-employment screening.
- 4) Must pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have misdemeanor criminal convictions at the local, state, or federal level within the past five (5) years of application.

**GRANT MANAGER**

Hopi Judicial Branch  
 Supervisor: Chief Judge  
 Salary Range: 62  
 Classification: EXEMPT  
 Developed 05/20/2026

REVIEWED BY:  DATE: 6/9/26  
 Department Director

APPROVED BY:  DATE: 6/09/2026  
 Human Resources Director