



Fond du Lac Tribal College

Ojibwemotaadidaa Omaa

Gidakiiminaang

announces

An Opening for

Office and Grants Manager

based at

Fond du Lac Tribal and Community College

Cloquet, Minnesota



Description: Fond du Lac Tribal College Ojibwemotaadidaa Omaa Gidakiiminaang (OOG) sponsors adult language programs to enhance the capabilities of mid- to advanced level Ojibwe speakers through language immersion experiences with elders, faculty, and staff. OOG also sponsors Grandma's House, a language and culture nest that provides immersion experiences with elders and staff for infants, toddlers, and their parents.

The Office and Grants Manager will have primary responsibility for day-to-day operations. The person will coordinate communication among the staff and external collaborators and manage office workflow to ensure efficiency and synchronicity. The individual will be the main contact for grant funders, ensuring that grant goals are achieved in a timely manner, that budgets are spent appropriately, that professional grant reports are submitted on time, and that good relations with grantors are maintained.

OOG Mission and Goals: The Fond du Lac Tribal College Ojibwe language program consists of teaching, learning, recording and publishing in the Ojibwe language with the direct involvement of elder first speakers, faculty members, language teachers, and program staff. The goals of the program are:

- Produce competent hearers and speakers of Ojibwe
- Assist parents with immersion of their children in Ojibwe language and culture
- Advance literacy through high quality Ojibwe publications
- Lay a strong foundation for life-long learning of the language and culture
- Create a community of language speakers who want to live in the language



- Form relationships between learners and elder-first speakers
- Build relationships among participants for sharing the language
- Record first speakers and pass their language to the next generation

Job Responsibilities:

- Oversee day-to-day OOG operations
- Coordinate communications and workflow among staff, partners, and contractors
- Manage communication and scheduling of elders for programs
- Help to ensure an efficient and enjoyable workspace for everyone
- Design and implement systemic changes as needed in office operations
- Address staff personnel issues as needed
- Maintain working knowledge of grant goals, programs, budgets, and timelines
- Serve as the primary contact for grant funders and primary representative at funder meetings
- Work with OOG program coordinators to ensure timely completion of grant-funded activities
- Work with designated grant evaluators to ensure effective program assessments
- Work with the OOG Financial Manager and Administrative Assistant to ensure that grant budgets and expenditures match grant expectations and guidelines.
- Work with staff to ensure timely and effective reporting of grant activities and expenses to funders
- Work with staff and grant writer(s) planning new grant proposals
- Lead staff meetings and participate in relevant trainings with other staff
- Participate in OOG programs, special events and other activities and functions
- Ensure confidentiality of records for staff and program participants
- Maintain a responsive and professional manner toward staff, partners, and participants

Job Qualifications:

- A bachelor's degree minimum with a master's degree preferred
- Minimum of three years of successful office leadership with five years preferred
- Several years of responsibility for managing multiple grants from diverse funding sources including public and private funders
- Experience with native language preservation and revitalization
- Basic proficiency comprehending, speaking, and writing Ojibwe double vowel system with a willingness to study and advance
- Ability to communicate effectively, both orally and in writing
- Ability to work independently and establish priorities



- Well organized, efficient, and effective as a leader.
- Close attention to detail and accuracy
- Ability to foster professional and harmonious working relationships
- Knowledge of computer applications (Word, Access, Excel and Outlook)
- A current driver's license and willingness to use personal vehicle with mileage reimbursement
- Local travel and willingness to perform occasional long-distance travel

Compensation: This position has competitive compensation that depends on the applicant's previous training, experience, and work history. Details will be discussed with finalists in individual interviews.

Application: Please submit a letter of interest and a resume, including two references with contact information who are familiar with your job experience relevant to this position. Submissions should be made by email to ojibwemotaadidaa@gmail.com on or before **Monday, February 15, 2021**. We will notify you of your application status as soon as all applications are reviewed. Finalists will be invited for online interviews. It is anticipated that the position would begin in April 2021, most likely working online until safety protocols allow in-person presence in the Cloquet office.