



Job Posting: Associate Grant Compliance Officer

The Native American Agriculture Fund (NAAF) is searching for an associate grant compliance officer (AGCO) to join our organization. NAAF is the largest U.S. philanthropic organization focused exclusively on the needs of Native American farmers and ranchers. This position requires someone who has a proactive personality and engaging team player style with a passion for and commitment to the mission and core values of NAAF.

The AGCO assists in monitoring all NAAF grant projects post-award. Monitoring these grants includes quarterly update reports, annual and final reports, project goals and objectives, grant project budgets, and expenditures. The AGCO prepares weekly reports on grantee status. The AGCO may be periodically asked to assist with special projects. The AGCO may also be asked to provide support to the program department and office of the CEO and may provide support to the finance department on an as-needed basis. The AGCO will be trained to work within the *Foundant* online grant system. AGCO reports to the Senior Director of Compliance & Operations.

Required Competencies and Skills:

- Ability to implement effective workflow processes and procedures.
- Experience in analytical, database, and spreadsheets.
- Advanced computer and office skills.
- Knowledge of Microsoft Office 365.
- Strong communicator.
- Strong organizational skills and ability to multi-task.
- Ability to work independently and remotely.
- Capability of fostering an atmosphere that recognizes and respects cultural and individual differences.
- Experience or knowledge working with Individual and Tribal Governments preferred.
- Experience or knowledge working in Agriculture preferred.

Primary responsibilities include but are not limited to:

- Supportive activities that ensure the online grants management system functions effectively to support the needs of the compliance department.
- Works directly with the Senior Director to coordinate reporting, audit responses, and other grant-related activities.
- Corresponds with grantees via the *Foundant* grant system on reporting due dates, issues with reports and forms, and installment payment notifications.
- Reviews grant reporting for completeness.
- Assists NAAF Program Officers with scheduling and note-taking on bi-yearly calls with grantees.
- Enters all grantee correspondence into the *Foundant* grant system.
- Schedules and participates in onboarding for each new grantee.
- Preparation and updating of data spreadsheets and data compilations as needed.
- Maintain confidential records and files in compliance with NAAF policies.
- Drafting of routine correspondence.
- Undertaking special projects as assigned.
- Processes award documents.

Degree in agriculture and or equivalent experience in agricultural work with Native farmers and ranchers preferred.

NAAF is a registered North Dakota private charitable trust with the mission to provide grants that benefit Native farmers, ranchers, and food and agriculture sector activities through a robust grant-making, educational and charitable focus. NAAF offers a competitive salary and an excellent comprehensive benefits package that includes: low-cost healthcare options; dental and vision; disability; life insurance; vacation, sick and personal time off, retirement plan options. This is a remote position for the foreseeable future. However, due to the changing nature of our environment during a pandemic, it is possible this job will require a return to the office in the future.

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, natural origin, sex, age, genetic information, or physical or mental disability. In addition, NAAF is committed to providing equal employment opportunities for all employees and applicants without regard to marital status, sexual orientation, gender identification, political affiliation, personal appearance, family responsibilities, matriculation, tribal membership, or any other characteristic protected by federal, state or local laws.

How to Apply

1. Go to <https://www.grantinterface.com/Home/Logon?urlkey=naaf>
2. Select 'Create New Account' and fill out the registration form.
 - a. We use this system for grant-making as well, so some of the questions serve dual purposes.
 - i. Enter your full legal name for Organization Name.
 - ii. Enter "00-0000000" for EIN.
 - iii. Enter "AGCO" for Business Title.
 - iv. Select "Yes" for Organization Signing Authority.
3. From the Applicant Dashboard, click "Apply" in the top left area of the page.
4. Enter the code "AGCO" in the top right area of the page. Click the blue "Apply" button to start your application.
5. Be sure to click the blue "Submit" button to send your application to NAAF for review.
6. You may reach out to Sandy Martini at smartini@nativeamericanagriculturefund.org with questions.