



**Wisconsin Native Loan Fund, Inc.  
Position Description**

**Position:** Grant Manager

**Reports to:** Chief Operating Officer

**Salary:** Salary commensurate with experience

**Status:** Full Time position

**Location:** Lac du Flambeau, Wisconsin (remote work is possible)

**Major Duties:**

- Attend community events, meetings, or conferences to promote organizational goals or solicit donations or sponsorships.
- Compile or develop materials to submit to granting or other funding organizations.
- Contact corporate representatives, government officials, or community leaders to increase awareness of organizational causes, activities, or needs.
- Create or update donor databases.
- Identify and build relationships with potential donors.
- Monitor budgets, expense reports, or other financial data for fundraising organizations.
- Secure commitments of participation or donation from individuals or corporate donors.
- Solicit cash or in-kind donations or sponsorships from individual, business, or government donors.
- Write and send letters of thanks to donors.
- Write reports or prepare presentations to communicate fundraising program data.
- Research and find new grant opportunities for WINLF

- Write grant applications
- Work with outsourced grant writers to collect required information
- File reports with grant funders as required by grant
- Work with CEO and COO to find additional funding sources for WINLF
- Work with COO to make sure we are complying with grant requirements.

**Minor Duties:**

- Aid in loan application process; including following up on new applicants and collecting required loan application documentation and information.
- Aid in tracking client growth and development; mainly information that will be required for reporting purposes.
- Writing letters, memos, emails, and other correspondence as necessary.
- General office duties include light cleaning, lawn, and sidewalk maintenance.
- Attend training/travel as required.
- Travel outside of Wisconsin as needed for conferences, cohorts, meetings, etc.
- Travel to other Wisconsin Indian Reservations on an intermittent basis.
- Always represent the organization in a professional manner.
- Other duties as assigned.

**Minimum qualifications:**

- Experience in the finance industry preferred, but not required.
- Experience with QuickBooks Required
- Strong written and verbal communication skills.
- High ethical and professional standards. Confidentiality in all matters.
- Attention to detail. Strong problem-solving skills.
- Skill or the ability to learn computer software including, Microsoft Office to include Word, Excel, Outlook, and PowerPoint, accounting software ie. QuickBooks, and loan portfolio software.
- Ability to efficiently manage multiple projects with accuracy.
- Self-motivated with the ability to work independently.
- A valid driver's license, reliable transportation and automobile insurance are required.

\* Native American preference in hiring.

*Wisconsin Native Loan Fund, Inc. is a non-profit 501(c)(3) Native Community Development Financial Institution revolving loan fund. Wisconsin Native Loan Fund, Inc. provides affordable loans and financial education to Wisconsin Native American communities.*