



NEBRASKA INDIAN COMMUNITY COLLEGE

Vacancy Announcement

POSITION TITLE: Grants Manager (*full-time, exempt, salaried position*)

PRIMARY WORK LOCATION: South Sioux City Campus

SUPERVISOR: Vice President of Finance

CLOSING DATE: Until filled

STARTING SALARY: \$60,000-\$76,253 DOE

ABOUT THE COLLEGE: *"The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umoⁿhoⁿ (Omaha) Isanti (Santee Dakota) and all learners."* Nebraska Indian Community College is envisioned as a comprehensive Tribal College which values service through high quality education. Institutional programs value and cultivate the creative and productive talents of learners, faculty, and staff, and seek ways to contribute to the self-sufficiency of the Nations served, the well-being of our communities, and the quality of life and development of its learners, faculty, and service areas.

Position Summary:

The Grants Manager oversees the full lifecycle of federal, state, tribal, and foundation grants at Nebraska Indian Community College (NICC). Reporting directly to the Vice President of Finance, this position ensures institutional compliance with Uniform Guidance (2 CFR 200), federal reporting standards, and grant fiscal accountability requirements.

The Grants Manager serves as the College's primary financial compliance steward for externally funded programs, ensuring accurate reporting, payroll allocation, audit readiness, internal control development, and cross-departmental coordination. This role protects institutional funding integrity while supporting strategic growth through external funding opportunities.

Essential Duties and Responsibilities:

1. Grant Compliance & Financial Stewardship

- Monitor all active grants for compliance with federal regulations, including Uniform Guidance (2 CFR 200), and sponsor-specific terms and conditions.
- Prepare and submit required financial reports (SF-425, SF-270, drawdowns, and agency-specific documentation).
- Complete grant invoicing and reimbursement requests.
- Conduct quarterly budget-to-actual analyses in coordination with program directors and the Vice President of Finance.
- Ensure allowability, allocability, and reasonableness of grant expenditures.
- Track cost share/match requirements and indirect cost recovery.
- Maintain complete, organized, and audit-ready grant files.
- Support federal monitoring visits, compliance reviews, and external audits.

2. Personnel & Payroll Compliance (Grant-Funded Positions)

- Collaborate directly with Payroll to ensure accurate coding and allocation of salaries and fringe benefits to appropriate grant funding sources.
- Monitor personnel cost distributions to ensure alignment with approved grant budgets.
- Review payroll reports to ensure compliance with federal cost principles.
- Assist in reporting processes and documentation for grant-funded staff.
- Coordinate funding changes and payroll adjustments related to grant modifications.
- Maintain documentation supporting payroll charged to grants for audit purposes.

3. Pre-Award Support & Institutional Strategy

- Assist departments in developing compliant and accurate grant budgets prior to submission.
- Review proposals for fiscal compliance and institutional policy alignment.
- Research and disseminate funding opportunities aligned with NICC's strategic priorities.

- Serve as institutional fiscal reviewer for grant applications prior to submission.
- Support sustainability planning and indirect cost strategy development.

4. Grant Administration & Systems Management

- Maintain institutional master grant calendar and reporting schedule.
- Develop and refine internal grant management procedures and internal controls.
- Maintain centralized grant tracking systems and documentation repositories.
- Oversee grant setup, coding, and reconciliation within financial systems.
- Coordinate award acceptance and grant closeout procedures.

5. Institutional Leadership & Collaboration

- Serve as a voting member of the Administrative Council, Marketing Committee, and Finance & Budget Committee.
- Provide training and technical assistance to faculty and staff regarding grant compliance, budgeting, and reporting.
- Serve as liaison between program directors, Finance, Payroll, and Executive Leadership.
- Represent the College in grant-related meetings, workshops, and compliance trainings as needed.

6. Other Duties as Assigned

Minimum Qualifications:

- Bachelor's degree in business, Accounting, Finance, Public Administration, or related field.
- Minimum three (3) years of progressive grant administration experience.
- Demonstrated experience managing federal grants and financial reporting requirements.
- Experience working with payroll allocations and financial reconciliation processes.

Preferred Qualifications:

- Master's Degree in related field.
- Experience in Tribal Colleges, higher education, or Tribal organizations.
- Knowledge of federal funding agencies (USDA, ED, HHS, NSF, BIA, NIFA).
- Experience preparing for federal audits or monitoring reviews.
- Knowledge of indirect cost rate calculations and cost allocation methodologies.

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Strong understanding of federal grant compliance and financial reporting requirements.
- Advanced proficiency in Microsoft Office 365 (Excel required).
- High attention to detail and strong organizational skills.
- Ability to manage multiple deadlines and competing priorities.
- Strong written and verbal communication skills.
- Cultural competence in serving Indigenous communities.
- Ability to maintain confidentiality and exercise sound professional judgment.

SPECIAL INSTRUCTIONS TO APPLICANTS: Nebraska Indian Community College gives preference to eligible and qualified applicants in accordance with the Indian preference in employment act and veterans' preference. In the absence of qualified Indian applicants, consideration will be given to applicants without regards to race, color, creed, religion, sex, national origin, age, marital status, or veteran status, the presence of non-related medical condition or handicap, or other legally protected status. NICC is an Equal Opportunity Employer.

HOW TO APPLY: You can visit us on the web at <http://www.thenicc.edu>. Applications are also available at any of our three campuses. Include the following: (1) a letter of intent outlining how you are qualified for the position based upon the qualifications and responsibilities, (2) a resume/CV, (3) transcripts, and (4) an NICC Application. Please send your application materials to the human resources office at hr@thenicc.edu.

**Macy Campus
1111 Hwy 75
Macy, NE 68039
Phone: 402-837-4183**

**Santee Campus
415 North River Road
Niobrara, NE 68760
Phone: 402-494-2311**

**SSC Campus
2605 ½ Dakota Ave.
South Sioux City, NE 68776
Phone: 402-494-2311**