



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 04/20/2022	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: GRANTS AND PROGRAMS OFFICER			
Pay Grade SG 12	Salary Range \$40,372-52,728	Classification Full Time	
Department: SMALL BUSINESS LENDING	Location: Okmulgee	Location Code: 300A	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	JOB SUMMARY: The purpose of this position is to provide grant and finance support, and coordination of programs and reporting data related to the activities of Mvskoke Loan Fund, Inc. (MLF) as a Community Development Financial Institution (CDFI). This position will be a team member within MLF Accounting and Finance Unit.
Principal Duties and Responsibilities:	<p>ESSENTIAL FUNCTIONS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assists in capitalization efforts for MLF, including assistance in the development of proposals for and contracts with the CDFI. <input type="checkbox"/> Task master and detail oriented person with a spirit ready to help a mission based lender do innovative and impactful work with CDFI clients. <input type="checkbox"/> Track data and report efficiently/effectively on impact and outcomes. <input type="checkbox"/> Maintain, track and generate required reports to funders in a timely and accurate manner. <input type="checkbox"/> Analyze data and update management of trends, concerns and successes observed. <input type="checkbox"/> Remain current with industry best practices. <input type="checkbox"/> Support grant writer, as needed with proposals. <input type="checkbox"/> Post payments in Loan Servicing software, this requires an understanding of how/why Principal and interest is applied. <input type="checkbox"/> Monitor Loan Payables. <input type="checkbox"/> Strong computer skills <input type="checkbox"/> Ability to adapt quickly in a dynamic environment
Minimum Requirements:	<p>KNOWLEDGE, SKILLS, AND ABILITIES:</p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills. • The ability to work well with others, including professional staff. • Good organization and analytical skills. • The ability to meet the public in a professional & friendly manner. • Working knowledge of computers. • The ability to use word processing and spreadsheets. • Financial Statement expertise. <p>MINIMUM QUALIFICATIONS FOR CONSIDERATION:</p> <ul style="list-style-type: none"> • Bachelor's Degree and one year experience or Five (5) years or



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	<p>more experience in a grant management and reporting in a financial services field. Formal education requirements may be modified with appropriate experience and professional certifications.</p> <ul style="list-style-type: none"> • Knowledge of Financial Statements and money management for a not for profit organization. • Knowledge of outcome and social impact reporting and best practices. • High level of proficiency using Excel. • Proven track-record of attending to detail, tracking, analyzing and reporting data and meeting deadlines. • Collaborative workstyle with a customer service focus. • Clear writing style and experience with government and non-government grants. • Solves problems creatively and manages time efficiently. • Detail-oriented, a must.
Preferred Requirements:	<ul style="list-style-type: none"> • CDFI knowledge a plus. • Experience working in a bank or credit union is a plus. • Experience with QuickBooks is a plus. * Experience with grant tracking and reporting
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.



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Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

Up to 50 lbs. Up to 100 lbs. Over 100 lbs.

Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles Outside weather conditions Toxic or caustic chemicals
 Risk of electrical shock Vibration Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.

MCN Policy Requirements:

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.