

American Indian Law Center, Inc., Albuquerque, NM

Administrative Manager Job Posting

The American Indian Law Center, Inc. (AILC) seeks to hire an experienced Administrative Manager to support the AILC staff who oversees its grant-funded programs and activities, including but not limited to its very successful Pre-Law Summer Institute (PLSI). The successful applicant for this challenging position will have excellent oral and written communication skills and a well-honed ability to handle details accurately and efficiently on a timely basis.

The normal work hours for this position are Monday through Friday, 8:00 a.m. to 5:00 p.m., but will include some evening and weekend hours in connection with programs and activities.

Salary range is \$50,000-65,000 per year, depending on experience and qualifications, plus benefits including health and life insurance and a 403(b) retirement program.

This job posting will remain open until filled. AILC practices American Indian preference in hiring as authorized by federal law. Non-Indians are eligible and encouraged to apply. For best consideration, email a cover letter and resume by March 30, 2021 to Daniel Ortega (ortega@law.unm.edu), Staff Attorney, American Indian Law Center, Inc., with the subject line "Administrative Manager Application." The cover letter should describe (1) how your experience and qualifications match this job, and (2) your tribal affiliation (*if applicable*). **RESUMES WITHOUT A *RESPONSIVE* COVER LETTER WON'T BE REVIEWED OR CONSIDERED.** AILC will require *semi-finalist applicants* to submit proof of tribal membership (*if applicable*), proof of bachelor's degree, and a writing sample.

Job Description

Summary

Supports and facilitates the pre-award grant-preparation and submission process for federal and private grants. Advises and assists with process and compliance issues related to funding agency regulations and standards. Adheres to AILC administrative, fiscal, and accounting policies and procedures related to grant proposals. Supervises administrative assistant. Coordinates other associated activities as assigned and provides leadership on a project basis.

Duties and Responsibilities

1. Supports the preparation of grant proposals, including guidance and assistance with budgets and interpretation of funding agency regulations and requirements; reviews proposals for compliance with policies, regulations, and procedures; facilitates proposal documentation requirements.
2. Analyzes grant budgets for compliance with policies, funding agency requirements, and accounting protocol and procedures; advises and assists in budgeting and the use of related data management and reporting systems and processes.
3. Determines, gathers, and analyzes data necessary to evaluate compliance issues.
4. Develops and maintains databases and systems for recording and tracking grant proposals, awards, and related statistical information; creates and distributes reports, studies, summaries, and analyses, as required.
5. Advises AILC on the application of grant funding policies, regulations, and procedures.
6. Researches funding opportunities for AILC's activities and maintains related database.
7. Stays current on grant funding policies, regulations, and procedures; presents changes to AILC and advises on their implementation and impact on funded operations.
8. Participates in developing strategies to manage compliance risk.
9. Researches and prepares reports on compliance issues as required.

10. Coordinates, schedules, and facilitates related operational activities and events for AILC.
11. Creates, produces, and delivers a range of promotional, educational, and informational presentations, and/or resource materials related to program activities and initiatives.
12. Supervises administrative assistant.
13. Advises Program Manager about program planning and priorities to meet grant requirements.
14. Publishes and disseminates information about AILC's grants in accordance with funding agency requirements.
15. Performs miscellaneous job-related duties as assigned.

Minimum Job Requirements

- Bachelor's degree in business administration or other pertinent major field of study from an accredited U.S. institution of higher education *and* at least 4 years of experience directly related to the duties and responsibilities specified.
- Completed degree(s) from an accredited U.S. institution of higher education that are equal to or above the minimum experience requirement (e.g., a master's degree in business administration or public administration) may be substituted for experience on a year-for-year basis.

Knowledge, Skills and Abilities Required

- Skill in the use of personal computers and related software applications including Microsoft word, excel, PowerPoint, video and web-conferencing, communication management applications, and social media applications. Must be willing and able to learn additional software applications.
- Knowledge of current developments/trends in area of expertise.
- Ability to communicate effectively, both orally and in writing.
- Database management skills.
- Skill in organizing resources and establishing priorities.
- Ability to analyze and interpret financial data and prepare financial reports, statements and/or projections.
- Ability to provide technical advice and information to AILC staff in area of expertise.
- Knowledge of grant funding policies and procedures and applicable federal regulations and private-sector funders' grant requirements.
- Knowledge of federal, state and/or community funding sources and mechanisms.
- Ability to lead projects and delegate work.
- Ability to effectively supervise an administrative assistant.
- Basic knowledge of accounting principles, procedures, and standards.

Working Conditions and Physical Effort

- No or very limited physical effort required.
- No or very limited exposure to physical risk.
- Work is normally performed in a typical interior/office work environment.
- Occasional travel may be required.
- Some remote work (work from home) will be required for the duration of the State of New Mexico's COVID-19 Public Health Orders.