



Southwest Alaska Vocational & Educational Center
Training Alaskans to Fill Alaskan Jobs

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Grant/Program Director

Southwest Alaska Vocational & Educational Center (SAVEC) has an opening for a Grant/Program Director. Must be willing to work in rural Alaska and be based in King Salmon, Alaska.

Position Summary:

Develops maintains and implements a grant management system for funded grants that includes report due dates, budget adherence, and any other grant requirements.

Qualifications & Requirement:

The ideal candidate will be highly motivated to work independently as well as part of a team and must be comfortable working in a deadline-driven environment.

- ◆ A bachelor's degree with minimum of 5 years' experience with grant writing and program development in non-profit or other settings, or transferable work experience. A master's degree is preferred.
- ◆ Experience in writing and managing federal or state grants required.
- ◆ Excellent knowledge of proposal submission and fundraising process.
- ◆ Track record of coordinating multiple projects and successfully building agency capacity.
- ◆ Ability to manage competing demands, establish priorities and meet all deadlines.
- ◆ Excellent knowledge of proposal submission and fundraising process.
- ◆ Ability to study and understand programs and funding requirements of the organization.
- ◆ Strong research skills and knowledge of information sources.
- ◆ Multitasking, organizational and time management skills.
- ◆ Ability to handle confidential matters with utmost integrity.

REPORTS TO: Executive Director

DUTY STATION: King Salmon, Alaska

TO APPLY: To apply please submit a cover letter referencing this position, a resume, and the names and contact information for three professional-related references electronically to: Annette Caruso at annette@savec.org and Anishia Elbie at anishia@savec.org

Full-time (the position is grant funded for 1 year and further employment is based upon available funding). We take pride in our ability to offer staff a comprehensive benefits package that includes; the Public Employee's Retirement System (PERS), and employer paid health, dental and vision benefits for full-time employees and Life/STD/LTD insurance, generous PTO accruals, 13 paid holidays, casual dress and options for flexible scheduling with approval. ***The position is scheduled to start immediately.*** Application period is open until filled. Pay is \$40,000.00 - \$55,000.00.

For detailed job description, job requirements, call SAVEC at (907) 246-4600.