



Waadookodaading

Ojibwe Language Institute

8575N Trepania Road Hayward, WI 54843

715-634-8924, ext 1283

www.waadookodaading.org

Position: Grants Manager
Supervised by: Waadookodaading Executive Director
Compensation: Dependent Upon Qualifications
Location: Waadookodaading Ojibwe Language Medium School
Administration: Title XIV Chapter 7 LCO Ojibwe School – Waadookodaading
Personnel Policies and Procedures of the Lac Courte Oreilles Band of Lake Superior
Chippewa Indians
Hours: 8:00 a.m. – 4:30 p.m. Monday – Friday, 52 weeks

The Waadookodaading Ojibwe Language Institute seeks to hire a Grants Manager responsible for the day-to-day management of grant-funded programs to ensure we meet all funding requirements while staying grounded in our community priorities. This is a hands-on role that works closely with program and accounting staff to keep grants organized, on track, and in compliance. This position is a good fit for someone who is detail-oriented, dependable, and committed to supporting community-driven work. This position operates within a culturally grounded Indigenous educational environment dedicated to immersion-based language revitalization.

Required Qualifications

1. Associates degree in Accounting, Business Administration, OR demonstrated experience with financial management/reporting systems.
2. Minimum skills proficiency with Excel spreadsheet applications.
3. Strong organizational, analytical, and problem-solving skills.
4. Ability to maintain confidentiality and possess cooperative abilities to maintain positive, productive work relationships between staff, governmental and community partners.
5. Successful experience with online financial management systems and reporting portals.

Performance Responsibilities

1. Prepare monthly, quarterly, and annual grant reports for executive leadership.
2. Work with fiscal agent (LCO Ojibwe School) to process accounting functions including accounts payable, accounts receivable, and payroll oversight.
3. Coordinate administration of grants, cooperative agreements, and contracts and
4. ensure compliance with funder requirements, including federal, state, tribal, and private funding sources.
5. Develop grant budgets in collaboration with program leadership.
6. Monitor grant expenditures and prepare financial reports for funders.
7. Support proposal development by providing financial projections and cost estimates.
8. Maintain documentation systems for contracts and grant compliance
9. Participate in leadership meetings and strategic planning initiatives.
10. Perform other duties as assigned.

To apply, please submit an LCO School application, background check release, resume, working contact information for three references, and letter of interest to Lisa LaRonge, lisa.laronge@lcoosk12.org at the administrative offices located at the address listed above.