
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe



Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Administrative Office

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Vacancy Announcement

Title: Director of Grants & Compliance

Reports To: Chief Financial Officer (CFO)

Location: Happy Camp, CA

Assigned Work Location: Administration Building

Salary: \$75,000 to \$95,000, Depending on Experience (DOE)

Classification: Full Time, Regular, Exempt, Non-Entry Level

Summary: As a member of the Tribe's Management Team, the Director of Grants & Compliance will ensure that all contracts, agreements and grants are managed in accordance with specified terms and conditions, Tribal policies and procedures and the Code of Federal Regulations (CFR). The Director of Grants & Compliance is responsible for all aspects of the Tribe's review and monitoring process for all binding agreements. This position is expected to monitor fiscal reporting and manage grant, agreement and contract reporting for the Tribe.

Application Deadline: April 16, 2026 by 5:00 PM

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043 or 7034, Fax: (855) 437-7888, Email: humanresources@karuk.us

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Responsibilities:

1. Reviews all requests by Tribal Departments to enter into professional service contracts, partnership agreements, government to government agreements, memorandums of agreement/understanding, and other documents as assigned; makes recommendations if needed before forwarding to Council for approval and monitors those contracts, agreements for compliance with tribal and applicable policies and procedures.
2. Reviews all requests by departments to submit grant applications to potential funding sources for compliance with Tribal policies, procedures and consistency with the Tribal program's purpose including monitoring to ensure that grant and contract applications are consistent with the Tribe's mission and for potential conflicts of interest.
3. Reviews all Requests for Proposals/Qualifications prior to advertising to ensure compliance with Tribal and applicable funding agency requirements. Receives bids and forward to appropriate director after closing.
4. Conducts a review of contracts and grant awards. Reviews post award requirements and coordinates with department directors and controllers for the completion of all pre and post award requirements, if any.
5. Works in conjunction with Tribal Departments and Controller to ensure accurate, timely fiscal and program reporting to Tribal, Federal, State, and private contracting/granting entities.
6. Serves as main point of contact and Contracting Officer for Indian Community Development Block Grant awards including all reporting responsibilities.

7. Oversees the maintenance of assigned contracts, agreements and grants. Prepares files and participates in annual audits as required by funding agencies.
8. Assists in preparing for and responding to inquiries from official representatives of contracting/granting agencies as well as Tribal, federal, state and other auditing personnel.
9. Reviews Tribal contracts and grants for compliance to grant/contract terms and conditions and will monitor compliance with Office of Management and Budget Super Circular as well as other appropriate tribal policies as requested or as assigned.
10. Prepares and obtains all documentation required to close out each assigned contract or grant upon request.
11. Drafts all assigned administrative policies for review and comment by appropriate staff and Tribal Council. Responsible for incorporating recommendations into draft policy and presentation to Tribal Council for approval.
12. Adheres to Tribe's and Program's confidentiality and personnel policies.
13. Be available for local and out of the area travel as required for job related training and various activities.
14. Attends all required meetings, trainings and functions.
15. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

Qualifications:

1. Knowledge of Karuk Tribal organizational structure, reporting relationships, lines of authority, and fiscal management responsibilities highly desirable.
2. Training and/or experience in negotiation-based communications and conflict resolution processes; demonstrated ability to communicate in a clear, appropriately assertive, and tactful manner.
3. Demonstrated ability to initiate and follow through on complex financial management tasks, manage time well, and meet deadlines.
4. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
5. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
6. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
7. Demonstrated ability to understand and follow oral and written instructions.
8. Demonstrates ability to use a variety of computer programs and in particular understand, and when necessary, operates software such as Windows 10, MS Office Suite applications, and computerized accounting software.
9. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

Requirements:

1. Must possess high school diploma or equivalent.
2. Must possess a Bachelor's Degree with emphasis in accounting and/or financial management OR five years' experience in contract/grant management including accounting or financial management experience.

3. Must possess a minimum three years of project management experience.
4. Must possess a minimum of two years of supervisory experience.
5. Must be a self-starter, well organized, and willing to learn new skills.
6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must successfully pass a pre-employment drug screening test.
8. Must adhere to required pre-employment background check, crim check and FBI fingerprints. Additionally, (IF applicable): Investigation of character as required by the Indian Child Protection and Family Violence Act (ICPFVP). The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation (FBI) and to appropriate local law enforcement agencies. The applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offenses or two or more misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense committed against children.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Committee Approved: April 2, 2026

Employee Signature: _____ **Date:** _____

Form Approved by Council 11/20/25