

**The Mohegan Tribe Job Posting for Open Position(s)**

**Position:** Grants Manager **Date Posted:** 10/07/2025

**Department:** Self Governance/Grants **Date Closed:** 10/22/2025

**Shift**: Day **Status**: Full-time

**Summary of Job Description:**

The Grants Manager reports to the Self-Governance/Grants Director and is responsible for coordinating and overseeing the full lifecycle of grant activities, supporting Tribal programs by securing funding, ensuring compliance, and maintaining organized documentation. The Grant Manager will lead in a team approach to determine and identify the proper source of funding that will enable the Mohegan Tribe to meet its goals and objectives. The Grants Manager will work collaboratively with the Office of Self-Governance/Grants, Tribal Programs, Tribal Leadership, Tribal membership, granting entities, and other key stakeholders.

**Minimum Requirements:**

* Ability to learn and follow the Mohegan Tribe policies and procedures, organizational structure, functions, objectives, and possess the ability to understand and interpret pertinent policies and procedures clearly and accurately.
* Demonstrate comprehensive knowledge of federal, state, and local laws, regulations, and governmental structures—including grant-related guidance—as well as experience with various granting agencies, funding sources, and Tribal grants activities. Knowledge of quantitative and qualitative research and analysis methods and techniques.
* Ability to learn about the Mohegan Community and the role of the Mohegan Tribe in meeting the needs of the Mohegan Community.
* Demonstrate organization, written, and oral communication skills.
* Advanced MS Office and grant management software skills.
* Demonstrate experience of working under pressure and outside of normal business hours to meet deadlines for grant opportunities.
* Demonstrate experience to work independently and as a team player/team leader, often under tight deadlines.
* Demonstrate experience to exercise independent judgment.
* Demonstrate accuracy, thoroughness, and strong attention to detail.
* Demonstrate experience to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
* Demonstrate experience to interpret applicable Tribal, federal, state, county and local laws, regulations, and requirements.
* Demonstrate experience to read, analyze, and interpret complicated information, such as technical journals, grant notices and awards, financial reports and budgets, and legal documents.
* Bachelor’s degree in public administration, business, communications, economics, Political Science, Indian Studies, Paralegal or Legal, or closely related field.
* Seven (7) years of successful professional experience in grant management and/or administration for Tribal Nations, Tribal Organizations, other government agencies, and/or non-profits.
* Five (5) years of successful professional experience in supervising employees.
* Proven track record in successfully managing multiple grants.
* Must be willing and able to obtain additional education and training.

**Interested candidates can apply online via The Mohegan Tribe’s Career Portal:** [jobs.mohegan.org](https://jobs.mohegan.org)

**The Mohegan Tribal Government is committed to Native American Preference and is an Equal Opportunity Employer.**