Operations & Grants Manager

Wabanaki Youth in Science (WaYS) is seeking a highly organized and experienced Operations & Grants Manager to join our growing team.

- Full-Time | Exempt
- Salary: $73,000–$80,000 annually + generous benefits
- Location: Hybrid/Remote - Old Town, Maine, with occasional travel throughout Wabanaki homelands
- Application Deadline: September 25, 2026 at 4:00 PM

About WaYS

WaYS uplifts the next generation of Wabanaki leaders through Indigenous knowledge, land-based education, mentorship, science, and community-rooted programming.

About the Position

The Operations & Grants Manager will play a key role in strengthening WaYS's organizational, financial, and funding systems. Working closely with the Executive Director, staff, accounting professionals, funders, donors, and partners, this position will help ensure WaYS has the strong infrastructure needed to support our continued growth.

Key Responsibilities

- Manage grants from award through reporting and closeout

- Track grant budgets, expenditures, deadlines, deliverables, and compliance requirements

- Support federal grant administration, including SAM.gov, Grants.gov, and Uniform Guidance requirements

- Research and develop new federal, foundation, philanthropic, corporate, and private funding opportunities

- Support grant writing, proposals, budgets, and funder reporting

- Coordinate donor and funder stewardship

- Monitor organizational budgets, financial tracking, invoices, reimbursements, and contracts

- Strengthen internal systems, policies, records, and administrative processes

- Support organizational operations, staff, programs, and Board activities

Qualifications

- At least 3 years of relevant professional experience in grants, nonprofit operations, finance, administration, fundraising, project management, or a related field

- Experience managing multiple grants, projects, contracts, or funding sources

- Strong grant writing, budgeting, financial tracking, and reporting skills

- Excellent organization, communication, and project management abilities

- Ability to work independently while contributing to a collaborative team

- Experience with Tribal Nations or Indigenous organizations, federal grants, nonprofit financial management, foundations, philanthropy, and donor stewardship is strongly preferred.

This is an opportunity to help build the organizational and funding infrastructure of a growing Wabanaki-led organization while supporting the next generation of Wabanaki youth, leaders, scientists, and land stewards.

To Apply:

Submit a resume and cover letter describing your interest and relevant experience to candi.ewer@penobscotnation.org.

Please include “Operations and Grant Manager” in the subject line.

Application Deadline: September 25, 2026 at 4:00 PM

WaYS is committed to creating an inclusive and culturally grounded workplace that honors Wabanaki knowledge, relationships, communities, and sovereignty.