



**FOUR DIRECTIONS**  
DEVELOPMENT CORPORATION

**Job Announcement  
Grants Administrator**

**Four Directions Development Corporation (FDDC) in Orono, Maine is seeking a full time Grants Administrator. FDDC's mission is improving the social and economic conditions of the four Native American tribes in Maine — Maliseet, Micmac, Passamaquoddy, and Penobscot — through education and investment in affordable housing, tribal business ventures and native entrepreneurship.**

**The Grants Administrator is primarily responsible for a variety of duties related to organizing and maintaining records for the organization's grants, and assisting with administrative functions. Specific duties include: researching grant records and verifying expenses and preparing invoices; assigning funding sources and account codes; maintaining the grants management database; researching issues; and performing a variety of general administrative duties to support the Agency as a whole.**

**Qualified applicants will have: an Associate's Degree in Business or a related field (or the equivalent in education and closely-related work experience); knowledge and understanding of grant administration and at least one year of related experience preferred; QuickBooks and database administration experience preferred; strong computer skills required. Knowledge of Native American culture, prior experience working with Native American tribes, and/or Native American ancestry preferred.**

**Interested applicants should apply with a resume and cover letter including salary requirements to:**

**Laurie Bouchard**

**[laurie@lbouchardllc.com](mailto:laurie@lbouchardllc.com)**

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