**Danny Harjo**

*Grant administration and compliance, project evaluation and reporting.*

**EDUCATION**

B.S. Business Administration CA State University Long Beach, Long Beach, CA

A.A. Liberal Studies Long Beach Community College, Long Beach, CA

**Certifications**

Executive Education Certification, Harvard Business School

Certified Grants Management Specialist (CGMS), National Grants Management Association

Bureau of Indian Affairs, Contract Administration Certification 1, 2, 3

Grantsmanship Center Training Program Certification

dharjo@piic.org **|** Phone**:** 651-385 4117

**PROFESSIONAL EXPERIENCE**

**PRAIRIE ISLAND INDIAN COMMUNITY.** Welch, MN *Grants & Contracts Department Manager, 2005-Present*

* Directs a multi-million-dollar portfolio of community development projects funded by federal and state grants
* Manages the Tribal Grants and Contracts Department, responsible for grant development and grant management
* Manages grant research, opportunity decisions and strategy, proposal teams, proposal preparation and submittal, and compliance
* Manages grant performance, contract administration, deliverables, milestones, timelines, budgets, reporting, contract amendments, budget modifications, program evaluations and audits; monitors and tracks expenditures; prepares financial reports; ensures compliance and program success.

**INDEPENDENT CONSULTING.** Tustin Ranch, CA

*Minority Business Private Certifier and Technical Assistance Provider 2000-2052*

* Awarded a competitive contract with the U.S. Small Business Administration (SBA)
* Provided nation-wide minority business development technical assistance and minority business certification support

**THE NATIONAL CENTER FOR AMERICAN INDIAN ENTERPRISE DEVELOPMENT** El Monte, CA

*Progressive Positions from 1990-**2000*

* **Project Director and Acting Regional Vice President** for the California Business Development Center (CBDC), U.S. Department of Commerce, 1999 to 2000
* **Senior Management Consultant** for the CBDC, 1997 to 1999
* **Management and Business Development Consultant**, 1995 to 1997
* **Procurement Specialist**, 1990 to 1995

**THE NATIONAL CENTER FOR AMERICAN INDIAN ENTERPRISE DEVELOPMENT**

Primary functions included:

* **Minority Business Development Center Administration.** Served as Project Director of the CBDC, overseeing contracts with the Dept. of Commerce, Minority Business Development Agency (MBDA).Administered contract performance, compliance, and reporting. Ensured projects met goals and objectives per project scope and work plans. Directed staff toward completion of quarterly and annual goals. Oversaw contract audits.
* **Management and Business Development Consultant.** Provided business development technical assistance, guidance for business plans and loan packaging, management technical assistance, and assistance for federal procurement and minority business certifications.
* **Procurement Specialist.** Assisted pre-award procurement functions for Native American small businesses, including response to solicitations from federal and state prime contractors.