

**SHOALWATER BAY INDIAN TRIBE
JOB DESCRIPTION**

Job Title: Grant Writer
Department: Administration
Reports To: Tribal Administrator
FLSA Status: Non-exempt
Prepared By: Human Resources
Prepared Date: 2/12
Approved By: Tribal Administrator
Approved Date: 2/12

SUMMARY: The Grant Writer researches and identifies potential funding sources for the Shoalwater Bay Indian Tribe. The Grant Writer will identify, prepare and submit grant applications and proposals for the Shoalwater Bay Indian Tribe's existing and planning program activities. The Grant Writer researches, develops, writes, edits clinical and statistical reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Identifies and researches corporate, foundation, and government sources of funding.
- Develops, writes and prepares concept papers, proposals and reports.
- Researches funding source proposal requirements and submittal deadlines and maintains report deadline calendar.
- Ensures timely submission of proposals, reports and that grants are responsive to requirements and regulations relating to government grants and contracts.
- Communicates with finance and accounting departments and various programs to gather necessary and accurate fiscal information for proposals.
- Establish and implement a system of prospect research for support from government funding agencies and government.
- Update and maintain monthly calendar of proposal deadlines and reporting requirements.
- Maintain folder of all government grant proposals and related back-up documentation.
- Interviews program managers to determine goals and objectives, scope, feasibility, and funding needs for programs.
- Gathers and maintains current files on institutional programs and projects.
- Writes, edits, and proofreads proposals and reports to corporate, foundation, and government funders.
- Coordinates preparation, assembly, and deliver of proposal documents.
- Tracks status of proposals and follows up to provide additional information as required by funding sources.

SUPERVISORY REQUIREMENTS: This job has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree required, Master's degree preferred. A minimum of 2 years of grant related experience required. Extensive knowledge of grant funding policies and procedures and applicable local, state and federal regulations. Strong financial skills preferred. Strong experience with grants submission processes and protocols. Possess exceptional writing and editorial skills with the ability to communicate the goals and aims of the Tribe to outside funding sources in a manner that invites successful funding of agency requests. Maintain a high level of activity without daily supervision to develop project plans and consistently meet deadlines. Aptitude to develop creative approaches to insure that affected agency projects can be developed which also meets requirements of funding sources. A proven track record of successful Grant Writing that includes government funding. Strong analytical skills and attention to detail are required. Must have the ability to work and write professionally in a deadline-driven environment. Significant experience in Tribal Government, program management, and compliance with Federal grant requirements. Knowledge and sensitivity and ability to communicate effectively with staff, Council, Federal, outside agencies, Tribal officials, Native Americans and non-Indians. Knowledge of Tribal government, infrastructure, ordinances, laws and policies.

COMPUTER SKILLS: Proficiency in Microsoft Office applications required.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Designs work flows and procedures.

Problem Solving – Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Uses reason even when dealing with emotional topics.

Project Management – Develops project plans. Coordinates projects. Communicates changes and progress. Completes projects on time and budget. Manages project team activities.

Technical Skills – Assesses own strengths and weaknesses. Pursues training and development opportunities. Strives to continuously build knowledge and skills. Shares expertise with others.

Customer Service (Internal) – Manages difficult or emotional situations. Responds promptly to c needs. Solicits feedback to improve service. Responds to requests for service and assistance. Meets commitments.

Interpersonal Skills – Focuses on solving conflict, not blaming. Maintains confidentiality. Listens to others without interrupting. Keeps emotions under control. Remains open to others ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations. Listens and gets clarification. Responds well to questions. Demonstrates group presentation skills. Participates in meetings.

Written Communication – Writes clearly and informatively. Edits work for spelling and grammar. Varies writing style to meet needs. Present numerical data effectively. Able to read and interpret written information.

Teamwork – Balances team and individual responsibilities. Exhibits objectivity and openness to others views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests. Able to build morale and group commitments to goals and objectives. Supports everyone’s efforts to succeed.

Quality Management – Looks for ways to improve and promote quality. Demonstrates accuracy and thoroughness.

Business Acumen – Understands business implications of decisions. Displays orientation to profitability. Demonstrates knowledge of market and competition. Aligns work with strategic goals.

Cost Consciousness – Works within approved budget. Develops and implements cost savings measures. Contributes to profit and revenue. Conserves organizational resources.

Ethics – Treats people with respect. Keeps commitments. Inspires the trust of others. Works with integrity and ethically. Upholds organizational values.

Strategic Thinking – Develops strategies to achieve organizational goals. Understands organizations strengths and weaknesses. Analyzes market and competition. Identifies external threats and opportunities. Adapts strategy to changing conditions.

Judgment – Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasons for decisions. Includes appropriate people in decision-making process. Makes timely decisions.

Motivation – Sets and achieves challenging goals. Demonstrates persistence and overcomes obstacles. Measures self against standard of excellence. Takes calculated risks to accomplish goals.

Planning/Organizing – Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Sets goals and objectives. Organizes or schedules other people and their tasks. Develops realistic action plans.

Professionalism – Approaches others in a tactful manner. Reacts well under pressure. Treats others with respect and consideration regardless of their status or position. Accepts responsibility for own actions. Follows through on commitments.

Quality – Demonstrates accuracy and thoroughness. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.

Dependability – Follows instructions, responds to management direction. Takes responsibility for own actions. Keeps commitments. Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative – Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Takes independent actions and calculated risks. Looks for and takes advantage of opportunities. Asks for and offers help when needed.

Innovation – Displays original thinking and creativity. Meets challenges with resourcefulness. Generates suggestions for improving work. Develops innovative approaches and ideas. Presents ideas and information in a manner that gets others attention.

Safety and Security – Observes safety and security procedures; uses equipment and material properly.

Attendance/Punctuality – Is consistently at work and on time.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Common office environment.

OTHER: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.