

Grants Writer and Resource Developer

Reports To: Director of Administrative Programs and Compliance

Location: Happy Camp, California

Salary: \$45,000 to \$65,000

Summary: The Grant Writer and Resource Developer will assist the Tribal Chairman, Executive Director, Chief Finance Officer and more than a dozen department directors in assessing immediate and long-term needs of the Tribal membership and departments; planning new and expanded programs of service; researching and writing grants & funding proposals; and securing the financial and other resources required for successful program implementation and continuation.

1) What are your typical job responsibilities?

Grant writing & research; drafting budgets and goals, objectives, & measurable outcomes; strategic planning; keeping Council apprised of grant developments and opportunities

2) How do you *really* spend your day?

Writing; reading funding updates & opportunities (researching those that are appropriate); attending meetings; following up on details

3) How do you organize your day to ensure you get everything done?

Make lists & prioritize tasks; As I am able, I try to plan my week and, to a lesser extent months, in advance so that work is evenly distributed.

4) What education/career paths lead you to this position? Were there any life changes that guided your way to this position (ex; closing of the mill, desire not to leave area, family)?

I have bachelor's degrees in Native American Studies and English; I am a member of the Cherokee Nation and have always wanted to work in Indian Country.; I have a law degree and so am familiar with technical writing; I pursued grant writing because I did not pass the CA bar exam on my first try.

5) Uppers; what is the thing that you love most about your job?

Helping the community and providing opportunities for Tribal members and other residents; It is great to see grants funded because I feel like I've helped create local positive change.

6) Downers; what is the thing that you love least about your job?

Last minute changes; occasionally cutting deadlines close.

7) What inspires, excites, and/or motivates you in your job?

Doing something I enjoy (research & writing) that helps others.

8) What does your average work week schedule look like (ex; hours worked, meetings, appointments, traveling, etc.)?

40 hour week; meetings/appointments = 6 hours; traveling = about 2 weeks per year total.

9) How do you relieve stress?

Exercise.

10) Does your job include a lot of traveling? Do you enjoy it?

I travel about two weeks per year combined. Traveling is great for networking, training, and gaining new & different perspectives and ideas.

11) What advice would you give to someone interested in this line of work?

Write well, enjoy research, be organized & detail oriented; be flexible.

12) What does a *typical day in your world* look like?

- 1 - check email
- 2 - make list
- 3 - make phone calls/follow-up on questions & outstanding items
- 4 - attend meetings; write grants; or do research on current funding notices
- 5 - exercise and eat
- 6 - meetings; writing; research; organize information; and additional follow-up