

## **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 applications, planning, developing a grant directory program, strategic planning, attending council and planning meetings, doing budgets and other related activities,

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

It depends on the grant work load but generally the day is spent writing, doing budgets, meeting with people, or on the phone or emailing messages or submitting grant applications.,

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

Being flexible is important and keeping focused on meeting the deadlines and necessary compliance protocol.

**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)?**

Down turn in timber based economy and Forest Service workforce and desire to work with the Tribe.

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

Planning projects and then getting funding that will benefit the Tribe and community.

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

Deadlines and heavy workloads and not having the information that is needed to send out grant applications.

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

Seeing funding opportunities become realities.

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

It varies but usually there are required and deadlines that must be met. I usually end up working more hours a week than I am paid for.

**9) How do you relieve stress?**

I enjoy nature and taking walks and try to relax watching TV at home.

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

No, and I don't especially like traveling.

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

Develop good writing skills; use your time effectively; know your funding opportunities and what funding reviewers like; be creative, and develop good relationships with your outside contacts and staff.

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

At work I try and use my time effectively and at home I try and do things I enjoy as well as relaxing however if I'm working On a project I generally work on it until its satisfactory even if that involves a good deal of my own time.