

Position Description

Title: 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.

Responsibilities:

1. Shall monitor Notices of Funding Availability (NOFAs), Requests for Proposals (RFPs), the Federal Register and other notifications of public and private sector resources available to meet high-priority needs of the tribal membership; respond to notifications and inquiries received from Tribal administrators and department directors; and share information regarding resource availability with Tribal administrators and department directors.
2. Shall meet regularly with Tribal administrators and directors to review grant opportunities and prioritize and develop funding priorities. Following review and prioritization, potential funding priorities shall be reviewed with Tribal Council to maintain consistency of mission with the Tribe's strategic plan.
3. Shall act as project leader for all assigned grant applications. Creates time line for grant completion and gathers the necessary information from Tribal administrators and directors for grant completion. Performs necessary research to supplement application narrative, budget, or attachments.
4. Shall participate with members of the management team and Tribal Council in long-term strategic planning processes as well as in short-term problem solving processes of Tribal departments. Attendance at monthly management team meetings, bi-monthly Tribal Council planning meetings, and the majority of monthly Tribal Council meetings is also expected.
5. Shall complete and submit monthly Grants Office reports to be submitted to Tribal Council for review at Tribal Council meetings. Shall also submit quarterly newsletter articles on Grants Office activity for distribution to Tribal membership.
6. Shall assist Tribal administrators and department directors in developing program strategies, goals, work plans (including goals and process objectives & outcomes,), staffing plans, and

budgets. Realistic time frames for program implementation and sustainability shall be considered and developed.

7. Shall facilitate program coordination and optimum resource utilization by serving as a liaison between Tribal departments and programs. This may include: attending regular department meetings, meeting with department directors regularly to discuss goals and funding opportunities, and attending department events to gain a better understanding of department activities.
8. Acts as a liaison to funding sources, including the Counties of Humboldt and Siskiyou and other local, private, county, state and federal agencies. Considers establishing on-going support relationships when approaching foundations as well as one-time gift opportunities.
9. Shall assist Tribal administrators and department directors in the development of internal and external assessment instruments and evaluation methods for grants, as well as reporting procedures that are responsive to funder requests.
10. Shall be available for local and out of the area travel as required for job related training. Shall attend all internal and external meetings and functions as requested.
11. Shall review and edit grant applications (forms, narratives, budgets, and attachments) for grammatical and informational completeness, review content for clarity, and make constructive suggestions, as requested. Shall also provide research assistance to the Grant Writer/Resource Developer.
12. Shall bear primary responsibility for the internal workings of the Happy Camp Grants Office. This includes: maintaining a transparent filing system, making copies of grants available to Director of Administrative Programs and Compliance, providing Self-Governance with copies of Tribal Resolutions, returning all phone calls and correspondence (written and electronic), and other related tasks.
13. Other job related duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to incorporate the schedule and task needs of the Grant Writing Department, as needed, so deadlines are not jeopardized.
4. Have the ability to establish and maintain harmonious working relationships with other employees, Tribal Council, funders, and the public, including Tribal Membership.
5. Have the ability to understand and follow oral and written instructions. Be able to plan for and complete tasks that require delayed follow-up.

Requirements:

1. Bachelor's Degree in liberal arts, planning, social sciences, rural or Tribal community development or related field OR demonstrated abilities to plan programs serving Tribal communities.
2. Two years experience in program planning and grant writing.
3. Demonstrated abilities to both initiate and follow through on complex planning tasks, manage time well, meet deadlines and respond effectively to sometimes frustrating and unforeseeable complications in the performance of assigned duties.
4. Demonstrated ability to work in culturally diverse environments; demonstrated commitment to serving Tribal communities in a creative, problem solving mode. Demonstrated ability to draw programming connections and identify related goals between programs and departments that will both facilitate the Tribe's strategic plan and be more competitive when reviewed by funders.
5. Strong oral and written communication skills, demonstrated ability to use computer data and word processing programs as professional tools. Ability to scan and convert documents to PDFs, work with spreadsheets, and conduct appropriate Internet research.
6. Must possess valid California driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must adhere to confidentiality policy.
8. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: Revised December 14, 2006.

Chairman's Signature: _____

Employee's Signature: _____