



LOWER ELWHA KLALLAM TRIBE
Job Description
GRANT WRITER

OVERVIEW:

The Grant Writer, under the direction of the Planning & Development Director, will be responsible for applying and securing funding for tribal programs with an acceptable rate of success. This will require searching available funding sources, keeping apprised of new and cyclical funding availability, and working with appropriate staff to complete and submit funding requests and proposals in a timely manner. Areas of tribal growth include, but are not limited to; recreation, cultural and historical preservation, health and social services, education, natural resources and community development.

WORK LOCATION:	Tribal Center on the Lower Elwha Reservation
SUPERVISED BY:	Planning & Development Director
POSITION STATUS:	Full-Time Regular/benefits
SALARY LEVEL:	14 (DOE)
WORK SCHEDULE:	8 am to 4:30 pm, Monday thru Friday

ESSENTIAL FUNCTIONS OF THE JOB:

Under the direction of the Planning & Development Director, the Grant writer will work with program managers/directors to identify, develop and submit grants to support proposed projects and programs.

1. Research grant funding for various program areas.
2. Keep documentation/log of potential funders, agencies and foundations when completing research for grant opportunities.
3. Write proposals and applications for grants, contracts and other venues to secure funding as identified and prioritized by the Business Committee, staff, and program managers.
4. Works with staff in expanding and compiling reference materials.
5. Edit draft grant applications for accuracy, completeness and clarity in accordance with grant/loan requirements.
6. When directed, write, request, and submit tribal resolution numbers for grant applications to tribal council office.
7. Provide timely advice and information on funding opportunities, requirements and procedures to all programs in need.
8. Be available when needed to provide assistance in resolving issues and conflicts with funding agencies if not resolvable by the project director.
9. Prepare grant applications for submittal, place electronic version of application on tribal network, provide copy to the tribal comptroller and project director.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION

- Extensive knowledge of grant writing and application process.
- Knowledge of Grants.gov, Grants Management Systems (GMS), grants solutions and any other grant management websites.
- Knowledge of federal and state financial support for tribal government programs.
- Knowledge of private foundation sources for tribal programs.
- Knowledge of technical writing.
- Excellent organizational skills.
- Excellent written and oral communication skills
- Ability to interact with granting agencies for submittal and management of grants.
- Ability to work under pressure to meet deadlines for grant opportunities.
- Ability to participate as a team player to develop and coordinate grant projects.
- Ability to interpret and apply laws, rules and regulations.
- Ability to plan, prioritize and coordinate multiple projects.
- High level of ability in word processing, spreadsheets and data bases.
- Ability to work independently and complete tasks on time.
- Ability to maintain confidentiality

MINIMUM QUALIFICATIONS

- A Bachelor's degree from an accredited college or university or relevant work experience.
- Experience working with Indian tribes in fundraising activities preferred.
- Minimum three years related experience in grant writing and management.
- Ability to establish good working relationship with funding agencies, foundations, tribal members, tribal program directors/managers and the tribal Business Committee.
- Valid Driver's License.

OTHER CONSIDERATIONS

- Must be able to comply with the Lower Elwha Klallam Tribe's Drug Free Workplace policies and personnel policies.
- Other duties as assigned relevant to job.

As with all positions of the Lower Elwha Klallam Tribe, this position is Indian Preference in hiring in Accordance with P.L. 93- 638.

Opening: January 30, 2012
Closing: February 10, 2012
Contact: Sandra Johnson, Employment Service Director
2851 Lower Elwha Road
Port Angeles, WA
Phone: (360) 452-8471 x103

**** Application Process: Please NOTE All Applicants must write and submit in their own words a 250 word document on "What does the federal government currently fund for tribal programs"**