



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

POSITION DESCRIPTION

POSITION TITLE: GRANT WRITER

SUPERVISOR: COMMUNITY DEVELOPMENT OFFICE DIRECTOR

SALARY \$25.00 HOURLY-1 FTE

NATURE OF WORK: Under the Supervision of the CDO Director, the Grant writer collaborates with Administration and Department directors to identify appropriate contract/grant opportunities. Incumbent will utilize the Tribe's grant policies, protocol, and procedures to develop successful applications on behalf of the Tribe. Proficiency with competitive Federal Granting agencies in areas of Tribal growth to include, but are not limited to Community Development, Transportation, Housing, Infrastructure, Health and Social Services, Education, Natural Resources and Cultural Preservation.

JOB DUTIES AND FUNCTIONS:

1. Establishes and maintains effective working relationships with staff, departments, community, and representatives of federal, state, local, and other agencies to address relevant issues.
2. Identifies and scopes appropriate grant opportunities.
3. Develops grant abstracts, narratives, Tribal Resolutions, and budgets for presentation to the Tribal Council for approval.
4. Finalizes, submits, and tracks the application package utilizing standard on-line submission protocols and websites.
5. Collaborates with Tribal Administration staff members to identify critical reporting data. Provides technical assistance to ensure collection of data for reporting requirements.
6. Responsible for organizing information (maintaining files, notes, and records).
7. Performs other duties as required by the supervisor.

MINIMUM QUALIFICATIONS:

1. AA Degree, BA preferred with experience working for a Tribe.
2. Highly Organized with the ability to meet deadlines.
3. Ability to work within tribal community.
4. Working knowledge of computer software, including Word and Excel.
5. Excellent research, organizational, communication and writing skills required.
6. Ability to adapt to a dynamic work environment and receive direction according to organizational needs.
7. Ability to interact with granting agencies for submittal and management of grants.
8. Ability to work under pressure to meet deadlines for grant opportunities.
9. Ability to work varied hours or weekends when necessary to accomplish the goals of the department.
10. Knowledge of Federal/State funding sources and familiarity with on-line grant submission web sites and protocols.
11. Must be able to work in a team environment.
12. Strong organizational, communication and interpersonal skills preferred.

13. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.
14. Possession of a valid Driver's license and be insurable under the Tribe's policy. If applicable, ability to obtain 30 days after beginning employment a valid Washington State Driver's License.

Behavior standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Get along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers, and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

APPLICATION INSTRUCTIONS

Application must be filled in completely (Do not write see resume). APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: _____ Date: _____

Employee: _____ Date: _____