



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Grant Writer – (1) Full-time – Ogema’s Office - Repost

Pay Grade: E3 **Hiring Rate:** Up to \$28.73 hourly - **Commensurate with Verified Qualifications**
Status: Exempt; bi-weekly pay **Background Check:** Basic

Indian Preference applies in accordance with Ordinance #15-600-02

Summary: Primary responsibilities include preparation of proposals and grant applications including performance of responsible professional and administrative work such as researching, identifying, developing, and responding to public and private grant opportunities in the areas of Tribal Government, Community Development, Education, Environmental, Healthcare Services, Housing, Mental Health, Public Affairs and Social Services.

Employment Qualifications: Minimum Necessary Qualifications –

- Associate Degree in English or closely related discipline (Business with a minimum of five (5) or more years in grant writing or contract administration; prefer a Bachelor’s Degree in English with a minimum of three (3) years in related discipline and
- A sample of grant or contract written in the last 5 years, is also required, and
- Excellent written and verbal communication skills, proficient in research, interpreting, and analyzing diverse data and
- Ability to work collaboratively and independently to achieve stated goals.
- Technical skills of an intermediate user of MS Word and Excel; and
- Prefer Grant writing certification or active member of a Professional Grant Writing Association (AGWA or GPA); and
- Superior performance in the selection process as determined at the discretion of the LRBOI Hiring Team, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver’s License throughout employment and being insurable under the Tribe’s insurance policy.

Duties and Responsibilities:

1. Researches and identifies prospective grant funding sources for Tribal Government programs and services.
2. Generates and submits grant proposals and applications consistent with stated annual funding goals through timely submission of well-researched, well written and well-documented grant/fund-raising proposals.
3. Assists departments in obtaining grant information, writing and/or preparing grant applications.
4. Maintains grant resource library and grant files, including files of pending, approved, and denied proposals, and other identified funding prospects.
5. Submits written progress reports to supervisor on a monthly, or otherwise specified basis.
6. Performs follow-up and evaluation of awarded grants. Provides follow through and guidance to evaluate outcomes and impact from grant funds.
7. Writes and assists with writing reports to Tribal Leaders, funding agencies and other departments.
8. Maintains confidentiality in all aspects of work and complies with all applicable tribal, federal, or state laws and procedures.
9. All other position related duties as assigned by supervisor.

Other Skills and Abilities:

During the course of employment, the employee will consistently utilize and demonstrate:

- Strong verbal and written communication skills, interpersonal and teamwork skills and heightened attention to detail and accuracy.
- Strong organizational and analytical skills to synthesize complex or diverse information.
- The ability to independently as well as work cooperatively with other departments, and a commitment to confidentiality.

Supervisory Responsibilities:

None.

Physical Demands:

Sitting for long periods of time, frequent walking, and occasional reaching, bending, kneeling, or stretching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal or corrected to normal range of sight and hearing and will carry work-related materials up to twenty-five (25) pounds.

Working Environment:

Work is performed in a climate-controlled office environment. The employee's work schedule may periodically need to be flexible and adjusted according to business need. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight or local travel will be necessary to attend meetings or trainings.

Application Instructions:

Obtain an application form and a copy of the position description on the Tribe's website www.lrboi-nsn.gov (**under employment heading**), or by contacting Human Resources at:

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Phone: (231) 398-6859; Email: apply@lrboi-nsn.gov - **ATTN: HR** .*

To apply please submit completed application, and a copy of Tribal ID front/back (if applicable), to:

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Phone: (231) 398-6859; Email:- apply@lrboi-nsn.gov. Fax: 231-331-1233*

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

For further information, please contact the LRBOI HR Department.

Reposted – 09-03-2024

Removal – Until Filled