



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: **Grant Writer – (1) Full-time – Ogema's Office**

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 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 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
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, 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.

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.

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

Pay Grade: E3 **Hiring Rate:** Up to \$28.73 hourly - **Commensurate with Verified Qualifications**

Status: Exempt; bi-weekly pay

Background Check: Basic

Application Instructions: ***Incomplete submissions will not be considered.***

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: aliciagoff@lrboi-nsn.gov . Fax: 231-331-1233

Instructions continued on next page -

To apply please submit completed application, cover letter, resume, transcripts for degree, a copy of sample grant or contract, any/all licensure(s), relevant certifications, a copy of Tribal ID front/back (if applicable), and a copy front/back of driver license to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Phone: (231) 398-6859; Email:- apply@lrboi-nsn.gov.

Incomplete submissions will not be considered.

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.

Posted – 1/03/2024

Removal – 1/17/2024