

Position: Grant Writer/Planner
Department: Administration
Supervisor: Chief of Staff
Supervises: No One
FLSA Status: Exempt

Position Summary:

This position is responsible for identifying and developing a variety of programs and projects to create: (1) continuous sources of funding to Sac and Fox Nation for services to Native Americans within tribal jurisdiction; and (2) employment opportunities for Sac and Fox Nation members. Provides administrative oversight of all grants/contracts funding activities for the Nation.

Duties and Responsibilities:

1. Develop a Planning Document and continuously researches various State, Federal, and Foundation funding sources for grants, services and other revenue projects for the Nation. Register with the federal website for funding: grants.gov.
2. Develops and conducts feasibility studies and needs assessments for services to the Nation's tribal members. Evaluates approaches and develops strategies to pursue funding opportunities *to* meet the goals and objectives of the Business Committee Planning Document, as well as on-going Nation programs and operations.
3. Prepares background information for specific funding opportunities, proposals, and grant requests. Prepares position paper on study results of needs assessments, strategies, and work plan to the Tribal Administrator for presentation to the Business Committee for approval action.
4. Prepares statistical and financial analysis and reports to include, but not limited to, projected costs for SFN identified needs, goal and objectives.
5. Conducts analysis of needed requirements presented in Request for Proposals and/or grant applications, and researches appropriate SFN data sources to develop and write effective proposals. Requests documented input from other subject matter experts when appropriate, i.e. Boards, Committees, Commissions, Program Directors, Coordinators, Controller, Personnel, etc.
6. Maintains pertinent Federal regulations, as well as SFN Policies and Procedures, to ensure compliance with appropriate requirements. Coordinates and communicates with Program Directors to ensure applicable new policies and developed, when necessary to meet new compliance requirements.
7. Coordinates with appropriate Program staff and Tribal Administrator final review of proposals/grants prior to submitting to Business Committee for approval.
8. Distributes all proposal/grant/contract documents to official files maintained by the Contract Specialist, i.e., grant award, correspondence, modifications, budget, etc.
9. Establishes positive working relationship with outside entities, i.e. funding sources, contractors, Federal/State/Foundation officials, and any organization offering legitimate funding opportunities for the Nation.
10. Develops and makes formal presentations to groups in order to inform potential funding sources about the needs of the SFN. Facilitates interdepartmental cooperation and communication

required to complete proposals and success of required deliverables.

11. Performs other related duties, tasks, and projects as directed by the Tribal Administrator.
12. Develops comprehensive work plans identifying goals/objectives, tasks, responsible party, and projected completion date on a regular basis to the Tribal Administrator.

Knowledge, Skills, and Abilities:

1. Ability to interpret written and oral instructions and carry out duties and responsibilities with limited amount of supervision.
2. Ability to analyze and interpret complex data, and to develop meaningful reports, charts or graphs reflecting this data for effective presentations.
3. Ability to write, or to direct the writing of effective proposals/grants/contracts, etc.
4. Ability to: 1) identify new opportunities, 2) research and respond to them as appropriate, and 3) provide assistance with post-award implementation and monitoring processes.
5. Basic knowledge of federal Regulations.
6. Strong knowledge of the English language (grammar, spelling, and punctuation) and its proper use in writing grants and proposals.
7. Thorough skill in exercising good judgment; analytical skills; organizing and presenting facts clearly and concisely; and in planning, forecasting and evaluating.
8. Ability to work well under pressure of short timeframes.

Education and Experience

- Bachelor’s Degree in Planning, Sociology, Public Relations, English, Communications, or related field, with a proven track record of writing successful proposals and grants, and at least three (3) years of related professional level experience.

Performance Evaluation

1. Work is reviewed through periodic reports and observation of results achieved.
2. Job performance is measured by subjective evaluation of performance factors which include, but are not limited to, the incumbent’s ability to exercise sound judgment, discretion, and initiative to carry out the mission of the SFN with efficiency and effectiveness.

Employee’s Signature

Date

Supervisor’s Signature

Date