

SAUK-SUIATTLE INDIAN TRIBE | JOB DESCRIPTION

JOB TITLE: GRANT WRITER
DEPARTMENT: ADMINISTRATION
SUPERVISOR: GENERAL MANAGER
STATUS: SALARIED/EXEMPT

Summary

Works independently. Skilled at analyzing or developing budgets. Writes or submits program progress reports as may be needed. Works as a team member involving committees, boards, or program managers or directors. Will develop grants for the betterment of the Sauk-Suiattle Indian Tribe. Maintains contacts for grants and ensures compliance of grants with SSIT's path of growth. Writing grants to support directors and working with directors to support program path of growth.

Essential Duties and Responsibilities

- Building and maintaining relationships with current funders.
- Researching and following up with new prospects.
- Synthesizes complex information into clear and concise letters of inquiry, grant proposals, funder reports, and briefing papers.
- Develops proposals for programs, general operations, and capital projects.
- Understands Sauk-Suiattle Indian Tribe's local, network, and systemwide funding priorities and programs for which funding is requested.
- Interviews key people in the organization and performs comprehensive research into the project.
- Supports the Tribe's mission and strategic plan.
- Assists the Tribe to identify grant writing opportunities.
- Builds and maintains existing relationships to sustain revenues through private foundation, government, and corporate support.
- Provides consultation to the Tribe during project prioritization process.
- Coordinates grants to avoid competition between networks during same funding cycles.
- Support timely grant production for pre/post writing of grants and contracts opportunities.
- Ensure compliancy with each grant opportunity. Compliancy may be on the federal, state, or private level.
- Work with Legal and Council to approve grants and contracts.
- Maintain strategic partnerships with multiple entities to support the Tribe.
- Support directors and staff throughout grant and contract process.
- Work with the Grants and Contracts Department to support the vision of the Tribe.
- Work with directors in supporting program development.
- Shall be adaptive, flexible, and diligent in ensuring the success of all the office of the Tribal Government.
- Makes presentations to Tribal Council.

- All other duties as assigned.

Organizational Work Environment

- Works to preserve and promote the culture, traditions, and history of the Sauk—Suiattle Indian Tribe.
- Fosters a success-oriented, accountable environment within the tribal government structure.
- Seeks legal review for appropriated documents, contracts, and transactions from the Office of Legal Counsel.
- Promotes constructive and success-orientated problem solving among the tribal government staff.

Team building

- Effectively works with directors and designated grant teams.
- Works to build trust among Tribal employees and ensure that employees know what is expected of them.
- Reviews progress and directs changes as needed.
- Works with the Grants and Contracts Department staff to support the Sauk-Suiattle Indian Tribe.

Capital Allocation

- Work closely with Department Directors, Program Managers, and key employees during program, grant, and contract budgeting.
- Works closely with Program and Department Directors for fund raising and maintain positive relationships with funding agencies.

Qualifications

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge skill, and/or ability required.
- Skilled experience with computer software – MS Office, Excel, Outlook, Power Point, Publisher, and other specialized software used by the Sauk-Suiattle Indian Tribe in the management of its resources and services.
- 1-2 years of grant writing experience.
- Knowledge of community-based research methods – demographics, assessments, strategic planning, community-based action planning, organizational systems development, and problem solving.
- Experience reviewing and developing work products initiated on a contractual basis, housing, research, legal, etc.
- Experience writing internal controls and policies and procedures to govern the activities of a grant and/or contract with an Indian Tribe.
- Knowledge of “exclusive jurisdiction” and tribal self-determination philosophy as it applies to tribal development strategies.
- Considerable knowledge of modern policies and practices of public administration.
- Working knowledge of finance, human resources, public works, public safety, and community development.

- Ability to carry out assigned projects to their completion.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, tribal officials, and the public.
- Substantial problem solving to devise solutions with address organizational processes needing improvement, or potential shortcomings in a changing regulatory environment.
- Reasonable accommodations may be made to enable individuals with disabilities to person the essential functions.

Education and Experience

- Bachelor's degree in public administration, finance, accounting, or in a closely related field. Master's Degree preferred.
- Demonstrated grant experience.
- Demonstrated experience and understanding of federal grant and contract rules and regulations.
- Demonstrated experience and understanding of direct and indirect contract support costs.

Special Requirements

Must be bonded and insured within 3 months of mutually accepted job offer.

Must pass all background checks.

Must be capable of maintaining confidentiality.

Personal Attributes

- Able to create an open environment for all levels of the organization.
- A "big picture" perspective, but willing to roll up their sleeves and do whatever it takes to get the job done without being overly hierarchical.
- Possess good networking skills and contacts.
- Ability and influence in written and oral communications.
- Be a team oriented, collegial, and collaborative.
- Assess own strengths and weaknesses; pursues training and development opportunities.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals required.

Computer Skills

To perform this job successfully, an individual is required to be proficient in the latest version of Microsoft Office software and be able to submit grant applications on several platforms.

Certificates, Licenses, Registrations

Current Washington State driver's license required. First Aid/CPR/Blood Born Pathogens training preferred.

Physical Demands/Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit, stand, walk; use hands and fingers, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

Culturally Sensitivity

This position requires an awareness and deep appreciation of tribal traditions, customs and socio-economic needs. It requires the ability at all times to meet and deal effectively in contacts with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness, and sound judgment in handling sensitive issues.

Drug Free Workplace

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment and random drug screen.

Background Check

- All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.
- This job description does not constitute an employment agreement between SSIT and the employee and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

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NATIVE AMERICAN AND VETERAN PREFERENCE APPLIES.