



Pride of the Ojibwa

13394 W Trepania Road . Hayward . Wisconsin . 54843
Phone 715-634-8934 . Fax 715-634-4797

GRANT WRITER POSITION OPENING

Posted Date: November 30, 2017
Closing Date: December 14, 2017
Salary: Negotiable
Location: Tribal Government Offices
Supervision: Grants Dept Director
Administration: Lac Courte Oreilles Governmental Personnel Policy and Procedure Manual

Summary

Develop grant applications, plans, budgets and other documents as directed to meet the need for essential government services and programs that enhance the social and economic well being of the reservation community. Serve as resource staff to the Tribal Governing Board and Administration in various writing, research, planning and public information tasks.

Detailed Work Activities

1. Research and explain notices or regulations related to funding opportunities or project plans. Analyze opportunities to determine eligibility, feasibility, competitiveness, or cost.
2. Write grant applications to 100-point criteria which generally includes Executive Summary/Abstract, Need for Assistance, Community Beneficiaries, Supporting Data, Goals, Objectives, Objective work plan activities, Outcomes Expected, Approach, and Organizational Capacity.
3. Obtain estimates and cost information to create multi-year budgets, budget justifications or income statements including allowable matching (in-kind) resources for projects utilizing Excel spreadsheet applications.
4. Prepare supporting documents for applications including logic models, position descriptions, tribal resolutions, support letters, and the like.
5. Describe protocols to ensure confidentiality of data and personal records used/accessed by grant funded personnel.
6. Work with government and administrative staff to develop plans for programs or projects; develop policies, procedures, methods, or standards to support plans and applications.
7. Advise governmental or administrative personnel regarding opportunities or issues. Recommend further study or requisition of contractors based upon an internal review. Advise other tribal planning officials concerning opportunities or issues.
8. Draft and/or conduct surveys to demonstrate community Need for Assistance.

9. Compile data on economic, social, or physical factors related to applications or projects. Use knowledge of economic trends, labor market information and the like; develop tables or create mathematical/ statistical diagrams or charts depicting data.
10. Undertake research by (a) using current social research; (b) compiling information through interviews; (c) use library or online Internet research techniques; and (d) search tribal government & other agency records.
11. Prepare written reports, newsletter articles, web page content or other material as directed.
12. Assist with implementation of grant awards including project orientation with new program staff.
13. Assist with public information tasks: Public Hearings, General Membership meetings, or other medium as directed.
14. Assist the Tribal Governing Board and Departments with Strategic Planning activities.

Minimum Qualifications

- Bachelor's Degree in Business Administration or related field.
- Ability to write 40 page narratives with source citations.
- Experienced with Word and other software applications.
- Experienced with Excel or other spreadsheet applications.
- Techno-literate in document conversions and completing grant applications via online portals.
- Must be able to commit full-time to the demands of the position.
- Valid Driver's License.
- Must be able to pass a pre-employment drug screen and any random drug screen thereafter.
- Must be able to pass a background check(s).

Knowledge, Skills and Abilities

- Excellent organization, written and oral communication skills.
- Knowledgeable about project budget development and use of spreadsheet applications with formula computations.
- Ability to work under pressure and outside of normal business hours to meet deadlines for grant opportunities.
- Ability to take initiative and utilize innovative techniques and ingenuity in preparing grant applications.
- Ability to participate as a team player to coordinate grant projects.
- Ability to develop, write and implement strategic plans and ability to provide necessary documentation to support grant requirements.
- Ability to read, interpret and apply grant opportunity requirements, laws, rules and regulations.
- Ability to plan, prioritize and coordinate multiple projects.
- Ability to gather, analyze, and evaluate a variety of data.

Indian Preference

Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450b) provides that any contract, subcontract, grant or subgrant pursuant to an act authorizing grants to Indian organizations or for the benefit of Indians shall require that, to the greatest extent feasible: (1) preference and opportunities for training and employment shall be given to Indians; and (2) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned economic enterprises as defined in section 3 of the Indian Financing Act of 1974 (25 U.S.C. 1452).

Applicants must submit a writing sample in electronic format to the Human Resources Director. Please include a cover letter, resume, three (3) personal letters of recommendation. **Tribal member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

For further information and to obtain an employment application, please contact.
Holly Trepanier, Human Resources Director
Holly.Trepanier@lco-nsn.gov

Submit applications to:
Lac Courte Oreilles Tribal Government
ATTN: Holly Trepanier, Human Resources Director
13394W Trepania Road
Hayward, WI 54843
(715) 634-8934