



## NORTH FORK RANCHERIA OF MONO INDIANS OF CALIFORNIA

### JOB DESCRIPTION

**Job Title:** Grants Writer

**Salary Scale:** GS 7 (2017 RUS) \$40,684 - \$52,893

**Department:** NFR Administration

**Status:** Non-exempt, Hourly Full-Time

**Reports To:** Chief Administrative Officer

**Prepared:** June 20, 2017

#### JOB SUMMARY

Under direct supervision of the Chief Administrative Officer, the Grants Writer is responsible for providing professional and technical assistance in research, preparation, application and submission of Tribal grants.

#### RESPONSIBILITIES:

- Identifies potential sources of funding from federal, state, and local resources.
- Prepares and reviews grant applications and supporting documentation to ensure compliance with funding requirements, including researching demographic and statistical data necessary for the application.
- Handles public relations activities, including press releases; meets with representatives of other public agencies, individuals or groups in the development or promotion of the Tribe's funding efforts.
- Prepares reports and appears before Tribal Council for application approval.
- Interpret and apply complex regulations, legislation and guidelines.
- Initiate and analyze financial data in conjunction with grant management.
- Other duties as assigned.

#### REQUIREMENTS:

- Knowledge of traditional form of government and tribal customs and traditions.
- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality.
- Ability to create and present effective speeches and presentations.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to interpret applicable federal, state, county, and local laws, regulations, and requirements.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).

- Skill in developing, writing, and submitting funding proposals.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Ability to demonstrate excellence in everything, and continually seek improvement in results.

### **EDUCATION AND EXPERIENCE**

Bachelor's Degree in Business Administration, Communications, Management, Planning, Public Administration or related field and one year of professional experience in creating, writing and submitting grant/contract and/or community program development proposals.

### **CONFIDENTIALITY:**

The individual must be able to respect and adhere to the most rigid and strict rules of employer/tribal citizen/public citizen practice of confidentiality. Violation of this major employment requirement could lead to immediate dismissal.

### **OTHER REQUIREMENTS:**

Individual must possess and maintain a valid California driver's license and must be capable of passing a pre-employment drug screen and a criminal background investigation. The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity. Indian Preference applies to those who are qualified.

### **ENVIRONMENTAL CONDITIONS AND PHYSICAL REQUIREMENTS**

Work is primarily sedentary and is generally performed in an environmentally controlled office setting. Requires standing, walking, climbing stairs, and manual dexterity. Makes extensive use of standard office equipment including computer keyboards and monitors; telephones and copiers. Occasionally requires lifting and carrying materials weighing twenty-five or more pounds.

NFR complies with the Indian Preference Act. Preference in hiring is given to qualified Native Americans in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Subject to, but not in derivation of the Act, we are an equal opportunity employer.