

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Grants Writer
Department: Central Administration, Planning
Hourly Rate: \$24.00-\$30.00(DOQ)
Full Time: 40Hrs/Week
Exempt: No/Hourly
Supervisor: Tribal Planner
Posting Date: In-House
Opens: September 10, 2024
Closed: September 17, 2024
Posting Date: Public
Opens: October 18, 2024
Closed: November 01,2024 at 4:30 PM



Application Requirements:

- Must submit complete Bad River Tribal Application,
- Unofficial transcripts,
- Cover letter with resume
- 2-page writing sample.
- Copy of degree will be requested upon hire.

Summary: The Grants Writer will prepare grant proposals to acquire funds to assist the Tribal Government concerning the established priorities of the Bad River Community. Limited grant management and reporting as needed.

Essential Duties and Responsibilities include the following. Other Duties as assigned.

- Will maintain familiarity with current grant and funding opportunities and processes in the areas of housing, social services, health, natural resources, environmental protection, and all other areas relevant to tribal operations.
- Will interact with tribal membership, and with programs and personnel as necessary for the development of each grant proposal.
- Will attend all tribal management meetings necessary to facilitate the flow of information regarding policy development, implementation, and execution, problem identification, analysis, and/or resolution.
- Write high-quality grant proposal narratives, applications, budget proposals, and supporting documents.
- Responsible for researching and collecting community data from local resources that will support grant proposals.
- Coordinate and follow up on the progress of submitted proposals with funding organizations.
- Attend grant proposal training through funding agencies as needed.
- Build a positive relationship with existing and potential funding sources.
- Maintain complete records of past and current proposals.
- Ensure error-free grant submission.
- Organize regular grant meetings to discuss updates, issues, and recommendations with the planning department team.
- Manage efficient operating system to ensure accurate records and timely communication with funders.

- Oversee grants calendar for resolution due dates and proposal due dates.
- Identify and maintain a list of potential funding agencies.
- Ensure proposals and submissions align with the Tribe's strategic plan.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community and 7 Grandfather Teachings is preferred for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

B.S./B.A. degree in Business Administration or a related field, or a combination of College/Vocational credits with a minimum of two (2) years of experience in grant writing.

Must have a working knowledge of the grant development and grant management process.

Demonstrated experience in obtaining grants from non-profits, charities, federal agencies, and other philanthropic organizations.

Preferred:

A Master's degree in Business Administration or a related field, or a combination of College/Vocational credits with a minimum of two (2) years of experience in grant writing.

Other Skills and Abilities:

Required:

This is a required driver position. Must possess a valid Wisconsin driver's license and meet eligibility for tribal insurance.

Must be capable of researching grant opportunities and collaborating with tribal department staff and non-tribal technical persons in the development of proposals.

Must maintain a good working relationship with federal, state government funding sources.

Intellectual curiosity and ability to learn quickly, ask thoughtful questions, and synthesize information.

Exceptional research skills

Experience in non-profit fundraising a plus

Detail-oriented

Background Check:

This position is contingent on the required ability to pass a Bad River background check.

This position requires a driver check, to meet eligibility for tribal insurance.

Language Skills:

Must possess strong oral and written communication skills and be capable of communicating with Tribal Council and tribal membership throughout the development and implementation of projects.

Experience with computers and current software applications.

Reasoning Ability:

Must be a self-starter capable of completing projects with little or no supervision.

Physical Demands: The physical demands described here are representative of those that must meet 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. Must be physically able to perform all job duties. Sedentary work with some standing and walking is required. Must be able to lift up to 20lbs on occasion.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the working environment is usually moderate.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov