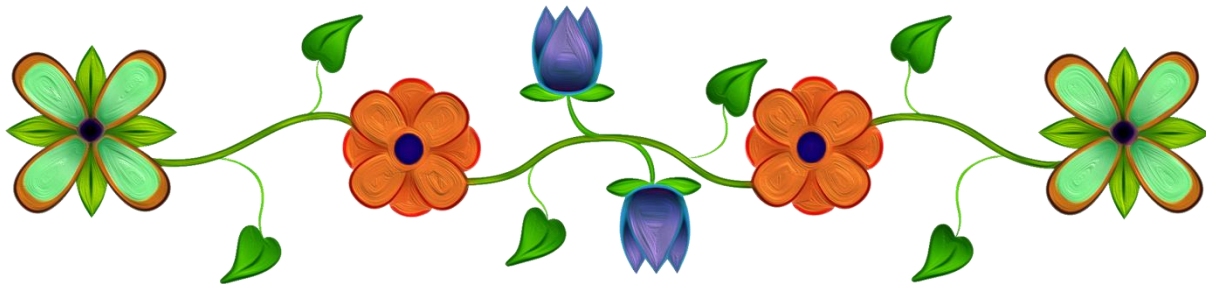


BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS



Bad River Health & Wellness Center

Open Monday-Friday 8am-4pm (Hours Vary by Dept.)

(715) 682-7133

53585 Nokomis Road

Ashland, WI 54806

Job Title: Grant Writer
Department: BRHWC - Clinic
Hourly Rate: \$40/hourly DOQ Hour or Contract
Exempt: No
Supervisor: Clinic Administrator
Posting Date: Public
Opens: September 04, 2026
Closes: September 21, 2026 @ 4:30pm

Job Summary: Under the direction of clinic administration and assistance from tribal grants, the Grant Writer will prepare grant proposals to acquire funds to assist the BRHWC - Clinic, with meeting the needs and services of patient's health and wellness. Grant management and reporting as needed.

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.

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 all clinic and wellness services, and all other areas relevant to clinic operations.
- Will interact with tribal grants department, and with clinic programs and personnel as necessary for the development of each grant proposal.

- Will attend all clinic 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 clinic administration and department managers/supervisors' team.
- Manage efficient operating systems 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 Clinic and Tribe's strategic plan.

Cultural Sensitivity: This position requires awareness and deep appreciation of tribal traditions, customs, and socioeconomic 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, and sound judgment in handling sensitive issues.

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.

Required Education and/or Experience

- 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 as they apply to health care operations.

Preferred Education and/or Experience

- 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 clinic 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
- Detail-oriented
- Experience with computers and current software applications.
- Excellent presentation skill

Background Check:

This position is contingent on the required ability to pass a BRHWC background check. This position requires a valid driver license, to meet eligibility for tribal insurance.

Language Skills:

- Must possess strong oral and written communication skills and be capable of communicating with Clinic Administration and Department Heads and patient needs throughout the development and implementation of projects.
- Maintain strict compliance with Privacy Act requirements and Confidentiality Policy.

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 accommodation 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 accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the working environment is usually moderate.

Additional Requirements Successful completion of a background check. Compliance with tribal policies, codes of conduct and employee health standards including immunization requirements.

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:

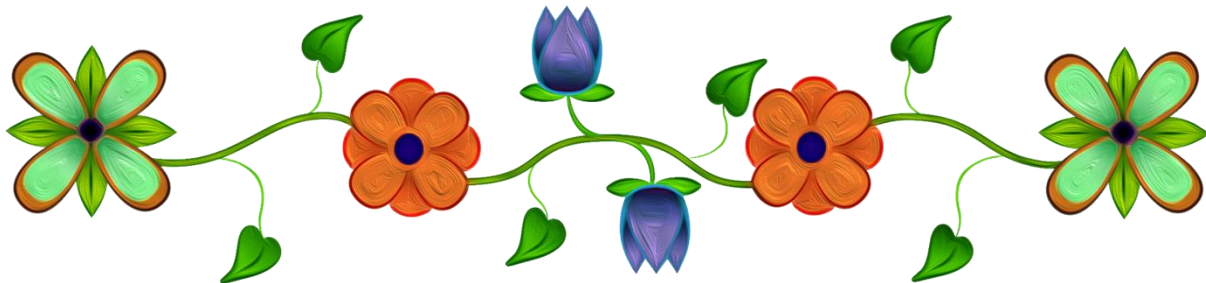
Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

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



Application material may also be emailed to:

darcie.powless@badriverhwc.com

a.connors@badriverhwc.com