

Sauk-Suiattle Indian Tribe Job Description

Job Title: ***Grants Writer and Development Specialist***
Reports To: General Manager
Supervised By: CAO/Tribal Chairman
Approved By: Tribal Council
Approved Date: March 21, 2013

GOAL: To employ a full time “Grants Writer and Development Director” who will be responsible for research, grant writing, social and economic assessment studies, infrastructural program development in the way of policies and protocol, community and business assessments or reports, property management – real property and facilities, and business project development for the economic and social advancement of the Sauk Suiattle Indian Tribe.

SUPERVISORY: This position will supervise staff as assigned. Being a key position, the Grants Writer and Development Director will report directly to the Sauk Suiattle Tribal Council and all administrative time sheets and management issues will be administered by the General Manager/Chief Administrative Officer of the Sauk Suiattle Indian Tribe.

DUTIES AND RESPONSIBILITIES

1. Conduct research of private foundations and public funding sources to submit grant applications for consideration of funding.
 - a) Develops and maintains a complete library of resource opportunities
2. Complete and write grant applications, working cooperatively with Program Managers, Department Directors, Administration, and the Sauk Suiattle Indian Tribe Trust Corporation.
 - a) Maintains an index of grants submitted and for which Department or Program designed
3. Research, compile, and maintain Sauk Suiattle data resource files that help in overall strategic plans - land use, facility maintenance, property management, and membership service resource management, and shall include feasibility studies, facility maintenance scheduling, fee-to-trust applications, overall land use designations, economic development projects that assure tribal membership employment opportunities.

Knowledge, Skills, & 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.

1. Previous work experience in cultural resource projects preferred
2. Experience with Microsoft Office Suite.
3. Self starter with excellent writing and communication skills.
4. Willingness to work under varied weather conditions.
5. Experience with GIS would be beneficial Minimum Experience. (Willing to learn and successfully achieve certification of GIS mapping within the first year of employment
6. Knowledge of community based research methods – demographics; assessments; strategic planning; community based action planning; organizational systems development and problem solving.
7. Experience reviewing and developing work products initiated on a contractual basis – housing; research; legal, etc.
8. Experience writing internal controls and policies to govern the activities of the organization.
9. Knowledge of “exclusive jurisdiction” and tribal self-determination philosophy as it applies to Tribal development strategies.
10. Considerable knowledge of modern policies and practices of public administration; working knowledge of finance, human resources, public works, public safety, and community development.
11. Skilled in preparing and administering budgets; skilled in planning, directing and administering programs.
12. Ability to prepare and analyze comprehensive reports; 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; ability to efficiently and effectively administer a tribal government.
13. Substantial problem solving to devise solutions which address organizational processes needing improvement, or potential shortcomings in a changing regulatory environment.
14. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

1. Bachelors level Degree in Public Administration, Regional or Urban Planning, Business Administration, Business Enterprise Development. Masters preferred.
2. Demonstrated experience and understanding of federal grant and contract rules and regulations.

3. Demonstrated experience and understanding of direct and indirect contract support costs.
4. Demonstrated experience of program development and organizational planning.

MATHEMATICAL SKILLS

Must have good working mathematical knowledge.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of word processing and spreadsheet software.

LANGUAGE SKILLS

Must be able to write at the professional level reports and business correspondence and be able to edit and critique different types of documents. Good public speaking skills are also required and as are good communications skills.

REASONING ABILITY

This person will be required to engage in critical thinking in addressing problems that have multiple variables that are constantly changing. This individual must be fairly flexible in how they view and perceive political/social/cultural problems encountered by the Tribal Government.

CERTIFICATES, LICENSES, REGISTRATIONS

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

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 to finger, 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 Sensitive: All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Drug Free Workplace: Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment 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.

NATIVE AMERICAN AND VETERANS PREFERENCE APPLIES