



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

VACANCY ANNOUNCEMENT

POSITION TITLE: GRANT WRITER

SUPERVISOR: COMMUNITY DEVELOPMENT OFFICE DIRECTOR

OPEN: UNTIL FILLED

SALARY: \$30.00 HOURLY

REPRESENTATIVE DUTIES INCLUDE: Under the Supervision of the CDO Director, the Grant writer collaborates with Administration and Department directors to identify appropriate contract/grant opportunities. Incumbent will utilize the Tribe's grant policies, protocol and procedures to develop successful applications on behalf of the Tribe. Proficiency with competitive Federal Granting agencies in areas of Tribal growth to include, but are not limited to Community Development, Transportation, Housing, Infrastructure, Health and Social Services, Education, Natural Resources and Cultural Preservation. Develops grant abstracts, narratives, Tribal Resolutions and budgets for presentation to the Tribal Council for approval. Finalizes, submits and tracks the application package utilizing standard on-line submission protocols and websites.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree with a major study in public administration, education, social services or related field. Must have ability to prepare complex grant proposal packages and three years of **recent** experience writing and submitting successful grant proposals.
2. Working knowledge of computer software, including Word and Excel.
3. Excellent research, organizational, communication and writing skills required.
4. Ability to adapt to a dynamic work environment and receive direction according to the organizational needs.
5. Ability to interact with granting agencies for submittal and management of grants.
6. Ability to work under pressure to meet deadlines for grant opportunities.
7. Knowledge of Federal/State funding sources and familiarity with on-line grant submission web sites and protocols.
8. Must receive or be willing to receive the COVID-19 vaccination, **including booster shot(s)**, by the date of hire to be considered **Proof of vaccination is required**
9. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
10. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

This position is at will and does not create a contractual relationship between the tribe and the employee.

MUST RECEIVE APPLICATIONS: Open Until Filled. The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: ____ Date: _____

4/21/2022