



SOKAOGON CHIPPEWA COMMUNITY

Mole Lake Band

Position:	<i>Grant Writer</i>
Location:	<i>Sokaogon Chippewa Grants Department</i>
Hours:	<i>Full-time, 40 hours per week</i>
Salary:	<i>Commensurate with Education/Experience</i>
Reports to:	<i>Grants Manager</i>

Job Summary:

The Grant Writer is responsible for the development of social services and other tribal grant applications submitted to county, state, federal and private entities. The grant writer prepares proposals for approval and submittal to potential funding sources for ongoing or special organizational projects and programs.

Duties and Responsibilities:

- Develops federal, state, county, private and foundation contracts and grant applications to fund tribal programs and projects.
- Works cooperatively with all tribal departments and tribal planners to determine needs and to formulate plans including: goals and objectives, scope of work, feasibility and funding needs.
- Identifies and researches potential funding sources to address the needs of tribal programs.
- Reviews grantor “request for proposal notices”, analyzes required information and develops grant applications.
- Recommends projects, develops work teams and shapes program ideas.
- Completes all projects in a timely manner with special attention given to grant deadlines.
- Maintains collegial contact with programs in related areas, performs analyses and cultivates collaborative relationships.
- Gathers and maintains files on programs and projects.
- Develops and prepares new or revised program and project budgets.
- Tracks the status of proposals and follows up with additional information when necessary.
- Assists in the development and collection of current statistics for the effective development of grant and contract applications.
- Writes and edits proposals and grant performance reports.
- Develops case statements and other materials in support of solicitation efforts.
- Must have a working knowledge and be able to adhere to all tribal ordinances, policies and procedures, EPA permitting process, THPO permitting process and any other regulations that are applicable to the grant projects.
- Complete other duties as assigned.

Qualifications (Education, Experience, Knowledge, Skills, Abilities):

- Bachelor’s degree in English or Liberal Arts or related field preferred.
- Additional training with a Grant Writing emphasis preferred.
- Four years’ experience with a proven track record of grant approvals preferred.
- Exceptional verbal, written, computer skills – especially related to internet research preferred.
- Exceptional mathematical skills – especially related to interpreting statistical data preferred.
- Knowledge of Native American culture, community and specific issues related to tribal areas.
- Knowledge of the Sokaogon Chippewa Community and culture preferred.
- Ability to write for a specialized audience, specific foundations, government grantors and corporate donors.
- Knowledge of key funding sources.
- Knowledge of program development, budget and fiscal management principles and management and procedures.

Pre-employment/random drug tests and a background check will be required for this position.

Native American preference is granted according to PL 93-638

Submit completed applications and resumes to:
Sokaogon Chippewa Community
Human Resources Department
3051 Sand Lake Road
Crandon WI 54520
(715) 478-7663
Email: hr@scc-nsn.gov

Posting Date: May 13, 2024
Closing Date: Until Filled