

## **Little Traverse Bay Bands of Odawa Indians Job Posting**

<b>Job Title:</b>	<b>Grant Writer II</b>
<b>Department:</b>	Administration
<b>Reports To:</b>	Tribal Administrator
<b>FLSA Status:</b>	Exempt
<b>Salary Range:</b>	\$51,814 to \$68,966
<b>Level:</b>	7
<b>Opens:</b>	<b>October 06, 2015</b>
<b>Closes:</b>	<b>October 27, 2015</b>

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**SUMMARY** Develop resources; research and write proposals and grant applications for submittal to potential funding sources to obtain funds for ongoing or special programs for the various Departments within the LTBB Tribal Governmental organization. Leads and guides the development, implementation, evaluation and refinement of proposed projects and identifies and targets all types of programs for development.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Review literature dealing with funds available through grants from governmental agencies and private foundations to determine feasibility of developing new programs and/or for supplementing Departmental program annual budget allocations.
- Discuss program requirements and sources of funds available with administrative personnel.
- Assist Department Directors/Managers and personnel with determining and developing program goals and objectives, scope, feasibility, and budget needs for programs.
- Coordinate preparation, write grant and assemble according to format requirements. If necessary, meet with representative of funding sources to work out final detail of proposal. Submit grant proposals in a timely manner.
- Track status of proposal and follow up to provide additional information as required by funding sources.
- Gather and maintain supportive statistical data on the Little Traverse Bay Bands of Odawa Indians, and the various Departments and Programs providing services to Tribal Members
- Monitor paperwork connected with grant-funded programs.
- Maintain master grant books on all grants.

### **QUALIFICATIONS**

- Project management skills and experience (7 – 10 years).

- Strong Analytical Skills and Organizational Skills.
- Knowledge of institutional and organizational funding principles, methods and procedures.
- Capable of supporting multiple tasks and projects simultaneously
- Quality Communication Skills and Team Player
- Skills and experience in budget preparation and fiscal management.
- Advanced grant writing and preparation skills. Knowledge of computer software programs.
- Proven Track Record and References Required

**EDUCATION and/or EXPERIENCE**

Bachelor's Degree in Business or a related field, and minimum of 5 years grant writing experience and at least 7 years experience in grant management required. Master's Degree preferred. Experience working with Tribal governmental organizations and knowledge of federal program guidelines preferred.

**COMMENTS**

Indian preference will apply.