



Hopland Band of Pomo Indians Job Description

Position: Grant Writer (Full Time - Exempt)

Reports To: Tribal Administrator

Rate of Pay: \$52,000 – \$83,200 Annually (DOE)

POSITION SUMMARY: Under the supervision of the Tribal Administrator the primary responsibilities include preparation of proposals and grant applications, performance of responsible professional and administrative work in researching, identifying, developing, and responding to public and private grant opportunities. Qualified candidate should possess excellent writing and computer skills (Microsoft Office Word, Access, PowerPoint, and Excel), and database management skills. The candidate must be highly organized with the ability to implement systems and follow-up processes, able to effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints. Previous experience will demonstrate a proven track record in securing new funding opportunities; comprehensive knowledge of research, and the ability to distinguish and identify funding opportunities for special programs.

DESCRIPTION OF JOB RESPONSIBILITIES:

- Generates proposals and supporting documents in response to solicitations.
- Generates revenue for programs and services through timely submission of well researched, well-written and well-documented funding proposals.
- Researches and identifies new government and private funding prospects.
- Responsible for developing short and long term plans for the implementation of goals and objectives that provides operations plan including timetables and task assignment.
- Responsible for development of reporting and evaluation systems for monitoring all activities relating to the achievement of Tribal goals.
- Responsible for training and development of relevant personnel towards the implementation of funded grants.

The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

REQUIREMENTS/QUALIFICATIONS:

Education and Experience: A Bachelor's degree in related field and four (4) years of successful and progressively responsible full-time management **or** administrative experience in a similar program or any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job. Proven track record in grant writing and program development. Knowledge of 501-C Non-Profit Organization Regulations.

Licenses and Certifications: valid California Class C Driver's License and be insurable for auto insurance.

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.



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Additional Requirements: Familiarity with community development principals and tools that strengthen community participation; ability to manage multiple tasks and meet deadlines; maintain confidentiality at all times; actively involved in the community and understanding of the Native American Culture.

Other Qualifications – Proficient in Microsoft Office Suite: Word, Excel, Power Point, Access (database) and Outlook.

Language Skills – Should have excellent writing, oral and interpersonal communication skills and an intuitive listener; including conflict resolution and crisis intervention; ability to interact with clients from varied backgrounds, age groups and with a variety of health care needs; ability to prepare clear and concise reports, correspondence, grants, policies and other written materials; exercises sound independent judgment within policy guidelines

Mathematical Skills - Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability - Ability to apply common sense understanding during normal and stressful conditions.

Physical/Work Environment Demands – The physical demands 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: Must be able to maintain physical stamina and proper mental attitude to work under pressure in a fast-paced work environment and effectively deal with clients, health professionals, employees, and others. Is regularly required to sit, stand, walk and move through all areas of the Tribal Center; speak and hear, and use hands to finger, handle, or feel. Intermittently, operates standard office equipment or motor vehicle; and twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; able to attend various meetings and workshops or act as a facilitator. May reach with hands and arms above shoulder level, bend/stoop, squat, balance, kneel, lift, and push/pull. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and an extensive background security check.

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