

YUOK TRIBE-JOB DESCRIPTION

Grant Writer

Job Title:	Grant Writer	Job Grade	6/7
Department	Planning	Location	Klamath, Weitchpec
Reports To:	Planning Director	FLSA Status	Non Exempt
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE			
Salary Range	\$17.23-\$22.39/\$19.15-\$24.88		

POSITION SUMMARY:

The incumbent performs research, analysis, monitoring and reporting activities in support of the Tribe's grant funded programs and projects.

DUTIES AND RESPONSIBILITIES:

1. Assist in gathering and analyzing information for specific community needs assessments with the intent of incorporating findings into the Yurok Tribe's grant development program.
2. Compiles data for use in making grant applications; summarizes information from reports, field and file investigations, maps, notes, and all other available sources; conducts filed interviews and makes surveys of conditions on the Yurok Reservation and in the immediate region which may affect grant applications and administration.
3. Researches private and public funding sources to determine which sources best meet the tribe's needs and prepares major grant applications individually or as a member of a staff team assigned to the task.
4. Performs analytical reviews of grant applications utilizing third-generation spreadsheet programs, database programs, and word processor.
5. Develops and maintains a grant database consisting of grants, funding sources, reporting requirements, funding period, responsible program or department or other essential data, and notifies Directors of grant status, prepares or assists departments/programs with reports, contract and grant modifications, amendments and other areas as appropriate.
6. Provides technical assistance to all tribal programs for proposal writing techniques, styles and content.
7. Research federal/state agency rules and regulations for grant proposal requirements.
8. Prepares and submits information for periodic reports to the Tribal Council on grant application activity; prepares other interim reports as requested by the Executive Director or Planning director.
9. Conducts filed work activity as assigned or directed in order to be familiar with on-going Tribal projects or to ascertain conditions on a specific site or general area of the Reservation.
10. Other related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Must be an excellent writer, preparing grant applications in a skillful, clear and effective manner
2. Broad basic knowledge of the best practices of grant writing, planning, community program development, budgetary analysis, principles and procedures.

YUROK TRIBE-JOB DESCRIPTION

Grant Writer

3. Thoroughly familiar with grant evaluative methods and effective writing techniques and federal and state funding programs.
4. Highly computer literate, excellent skills in word processing and spreadsheets, and familiar with Microsoft Office Professional and related software programs.
5. Demonstrated ability to develop recommendations and scenarios to address identified community needs.
6. Understanding of tribal governments and knowledge of P.L "93-638" public and private sector funding programs.
7. Ability to work with minimum supervision, beginning projects independently and bringing them to conclusion on a timely basis.
8. Ability to organize, establish timelines and prioritize requests to meet deadlines.
9. Ability to establish and maintain professional, cooperative and effective working relationships.
10. Must have a valid driver's license and a clean driving record.

EDUCATION/EXPERIENCE:

G6: Three (3) years above high school and Two (2) years of general experience or One (1) year of specialized experience equivalent to at least G5.

G7: Bachelor degree from a fully accredited college or university in Planning, Business, Environmental Studies, Public Administration, Community development, Sociology or a closely related field or One (1) year specialized experience equivalent to at least a G6.

Equivalent combinations of education and experience are qualifying for this position. Work experience such as data gathering, data analysis, research and grant writing and reporting for a tribal organization, public agency, or community based organization.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
3. Qualified to be bonded.
4. Must have a clean DMV as required by the Yurok Tribe Vehicle Policy and valid Driver's License.
5. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
6. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

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- 7. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.
- 8. VISION REQUIREMENTS:
 - Close vision (clear vision at 20 inches or less).
 - Color vision (ability to identify and distinguish colors).
 - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
 - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee #

Supervisor Signature

Date