



Pride of the Ojibwa
13394 W Trepania Road
Hayward • Wisconsin • 54843
Phone 715-634-8934 • Fax 715-634-4797 • HR Fax 715-699-1209

JOB ANNOUNCEMENT

Job Title: **Grant Writer**
Posted Date: July 27, 2020
Closing Date: Open Until Filled
Salary: Negotiable
Department: Tribal Government Offices
Reports to: Grants Department Director

Summary:

Develop grant applications, plans, budgets and other documents as directed to meet the need for essential government services and programs that enhance the social and economic well being of the reservation community. Serve as Project Director for construction & other projects and resource staff to the Tribal Governing Board and Administration in various writing, research, planning and public information tasks.

Detailed Work Activities:

1. Research and explain notices or regulations related to funding opportunities or project plans. Analyze opportunities to determine eligibility, feasibility, competitiveness, or cost.
2. Write grant applications to 100-point criteria which generally includes Executive Summary/Abstract, Need for Assistance, Community Beneficiaries, Supporting Data, Goals, Objectives, Objective work plan activities, Outcomes Expected, Approach, and Organizational Capacity.
3. Obtain estimates and cost information to create multi-year budgets, budget justifications or income statements including allowable matching (in-kind) resources for projects utilizing Excel spreadsheet applications.
4. Prepare supporting documents for applications including logic models, position descriptions, tribal resolutions, support letters, and the like.
5. Act as project director for funded construction and other planning projects: conduct procurement, coordinate the work of contractors if necessary, record minutes of team meetings, record leverage/in kind matching resources, submit narrative progress reports and closeout documents.
6. Conduct Environmental Assessments and prepare documents for FONSI issuance.

7. Work with government and administrative staff to develop plans for programs or projects; recommend policies, procedures, methods, or standards to support plans and applications.
8. Advise governmental or administrative personnel regarding opportunities or issues. Recommend further study or requisition of contractors based upon an internal review. Advise other tribal planning officials concerning opportunities or issues.
9. Draft and/or conduct surveys to demonstrate community Need for Assistance.
10. Compile data on economic, social, or physical factors related to applications or projects. Use knowledge of economic trends, labor market information and the like; develop tables or create mathematical/ statistical diagrams or charts depicting data.
11. Undertake research by (a) using current social research; (b) compiling information through interviews; (c) use library or online Internet research techniques; and (d) search tribal government & other agency records.
12. Prepare written reports, newsletter articles, web page content or other material as directed.
13. Assist with implementation of grant awards including project orientation with new program staff, access to online grants management portals, budget modifications, etc.
14. Assist with public information tasks: Public Hearings, General Membership meetings, or other medium as directed.
15. Assist the Tribal Governing Board and Departments with Strategic Planning activities.

Minimum Qualifications:

- Bachelor's Degree in Business Administration or related field.
- Ability to write 40-page narratives with source citations.
- Experienced with Word and other software applications.
- Experienced with Excel or other spreadsheet applications.
- Techno-literate in document conversions and completing grant applications via online portals.
- Experience with construction projects including infrastructure and renewable energy applications.
- NEPA Certification
- Must be able to pass a pre-employment drug screen.
- Must be able to pass a background check.
- Valid Driver's License.

Knowledge, Skills and Abilities:

- Excellent organization, written and oral communication skills.
- Knowledgeable of construction practices and terminology.
- Knowledgeable about project budget development and use of spreadsheet applications with formula computations.
- Knowledgeable of Lac Courte Oreilles tribal community.
- Ability to work under pressure and outside of normal business hours to meet deadlines for grant opportunities.
- Ability to take initiative and utilize innovative techniques and ingenuity in preparing grant applications.
- Ability to participate as a team player to coordinate grant projects.

*LCO Tribal Government
Human Resource Dept
Grant Writer/Planner*

- Ability to develop, write and implement strategic plans and ability to provide necessary documentation to support grant requirements.
- Ability to read, interpret and apply grant opportunity requirements, laws, rules and regulations.
- Ability to plan, prioritize and coordinate multiple projects.
- Ability to gather, analyze, and evaluate a variety of data.

Application Procedure:

Submit a completed LCO Employment Application and Authorization to Release Information, resume, at least three (3) personal reference letters, and any other supportive documents. Resume should be type written, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

Applicants must submit a writing sample in electronic format to the Human Resources Director.

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government

Attn: Human Resource Department

13394 W Trepania Road

Hayward, WI 54843

Fax (715)634-4797

HR Fax (715)699-1209

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Tribal Preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.

Indian Preference

Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450b) provides that any contract, subcontract, grant or subgrant pursuant to an act authorizing grants to Indian organizations or for the benefit of Indians shall require that, to the greatest extent feasible: (1) preference and opportunities for training and employment shall be given to Indians; and (2) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned economic enterprises as defined in section 3 of the Indian Financing Act of 1974 (25 U.S.C. 1452).