



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Grant Writer
Department:	Administration
Employment Status:	Full Time Salary
Class:	Exempt
Location:	Bartlesville, OK
Immediate Supervisor:	Tribal Operations Manager
Salary Rate:	\$60-\$72,000 (Based on experience)

GENERAL DESCRIPTION:

The primary function of this position is to identify and acquire new funding sources for the Delaware Tribe of Indians programs and departments. Proposals, research, complete applications, and funding of grants are all required within a punctual and productive manner. Work will require initiative, organization, and strong communication skills both within the Tribal departments and with Grant Management support resources. Excellent verbal and written communication is pertinent.

QUALIFICATIONS:

Bachelor's Degree in Business, Communications, English or Relevant Field

Minimum Three Years of Grant Writing and Funding Experience

Experience with a Native American Tribal Organization - Preferred

Experience with a Not-For-Profit Agency – Desirable

Experience in Grants for Cultural Education/Revitalization - Preferred

Experience in Grants for Agriculture - Preferred

Excellent Verbal and Written Communication Skills

Microsoft Office Experience - Preferred

Strong Computer Skills

Detail Oriented

Ability to Meet Deadlines

Strong Organizational Skills

Ability to Work Well with Others

Ability to Work from Bartlesville Headquarters from 8am to 5pm (M-F)

DUTIES AND RESPONSIBILITIES;

Develop and write grant proposals to meet Tribal needs as defined by management and leadership.

Research, identify, and present grant applications from public and private sources/government and non-government agencies that align with targeted needs of the Tribe.

Record retention of supporting documentation, guidelines, requirements and deadlines associated with all grants.

Provides information, required monitoring documentation, and updates on a regular schedule as assigned by the Grant Management contract office.

Provides technical assistance to program directors on existing grants such as, supplement requests and funding continuation.

Grant research for cultural, statistical, historical and economic data for the use of grant proposals.

Assist in grant and contract monitoring for compliance and regulation purposes.