



# Quartz Valley Indian Reservation

## Position Description

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| <b>Job Title:</b>        | Grant Writer                        |
| <b>Department:</b>       | Administration                      |
| <b>Primary Location:</b> | Tribal Office                       |
| <b>Classification:</b>   | Full Time, 40 hours / Week / Exempt |
| <b>Reports To:</b>       | Tribal Administrator                |
| <b>Salary:</b>           | Depending On Experience             |

## Primary Purpose

The Grant Writer will research, identify and submit grant applications for potential funding sources for the Quartz Valley Indian Reservation and the Anav Health Clinic in all program capacities. The Grant Writer will research, develop, write, and follow up on all Scope of Work for all projects, and edit clinical and statistical reporting. The Grant Writer will hold individual monthly meetings with all Department Directors to ensure compliance standards are met.

## Essential Duties and Responsibilities

- Prepares proposals by determining concept, gathering and formatting information, writing drafts, and obtaining approvals.
- Determines proposal concept by identifying and clarifying opportunities and needs, studying requests for proposal (RFPs), and attending strategy meetings.
- Meets proposal deadline by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal.
- Enters and monitors tracking data.
- Coordinates requirements with contributors and contributes proposal status information to review meetings.
- Gathers proposal information by identifying sources of information, coordinating submissions and collections, and identifying and communicating risks associated with proposals.
- Develops proposal by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation.
- Writes, revises, and edits drafts including executive summaries, conclusions, and organization credentials.
- Prepares presentation by evaluating text, graphics, and binding and coordinating printing.
- Maintains quality results by using templates; following proposal-writing standards including readability, consistency, and tone; maintaining proposal support databases.
- Obtains approvals by reviewing proposal with key providers and project directors.
- Improves proposal-writing results by evaluating and re-designing processes, approach, coordination, and boilerplate.

- Updates job knowledge by participating in educational opportunities; maintaining personal networks.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests, and exploring opportunities to add value to job accomplishments.
- Submit proposals in a timely manner to Tribal Administrator for approval.
- Demonstrates problem solving abilities.
- Manages difficult or emotional situations
- Writes clearly and informatively, edits work for spelling and grammar.
- Works withing an approved budget

### **Other Requirements**

- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations
- Presentation skills
- Written communication
- Graphic Design skills
- Technical documentation
- Layout skills
- Problem solving
- Deadline-oriented
- Process Improvement
- Coordination
- Strategic planning
- Market knowledge
- The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Section policy

### **Education, Experience, and Licensing Requirements:**

- Bachelor's degree in English, Journalism, Media, finance, accounting or related field
- Minimum of 1 year experience in grant writing, prospect research, general fundraising or a minimum of 2 years comparable and transferable skills acquired in a professional setting
- Requires two years coordination and implementing Tribal planning and Tribal infrastructure.
- Requires three years technical planning, writing grants, proposals, tribal planning documents, reports, studies, and environmental planning.
- Strong understanding of Fire Management Planning and Implementation processes.
- Experiences with Tribal Health Care programs and sensitivity to Tribal Cultures.
- Proficiency in Computer Skills
- Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical solutions.
- Balances team and individual responsibilities.
- Understands business implications of decisions, demonstrates knowledge of market and competition.

## Receipt and Acknowledgment

- The contents of this job description are job requirements, and, at this time, I know of no limitations that would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements are subject to change.
- Acceptable job performance includes execution of essential functions while maintaining professional conduct and compliance with all QVIR policies, including, but not limited to: QVIR Personnel, Travel, Fiscal, and Purchasing Policy.

**Indian Preference:**

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian candidates.

**Veteran Preference:**

In accordance with QVIR Personnel Policy, applicants with documented Veteran status (such as DD-214) will be given preference in filling vacancies.

For questions regarding this position description, including applications, please contact Quartz Valley Indian Reservation Human Resources at 530-468-5907 or [humanresources@qvir-nsn.gov](mailto:humanresources@qvir-nsn.gov)

Employee signature below constitutes employee's understanding of the essential functions, competencies, and requirements of the position.

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|------------|-----------|------|
| Print Name | Signature | Date |
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Approved

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| Business Council<br>or<br>Health Board | Signature | Date |
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