



# **HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE**

**JOB TITLE:** Grant Writer  
**DEPARTMENT:** Planning and Economic Development  
**SALARY:** \$21.00-\$28.00/hr DOQ  
**CLASS:** Regular/Full Time  
**OPENING DATE:** August 15, 2013  
**CLOSING DATE:** Open Until Filled

## **POSITION SUMMARY:**

Under general supervision of the Planning Director, the Grant Writer is responsible for writing grants as indicated by the Department Director. Work requires initiative, creativity and punctuality in producing proposals. The Grant Writer works independently, resolving normal conflicts according to established procedures and experience. Unusual, new or complex assignments which require deviation from experience or precedents are discussed with supervisor, however, the employee exercises initiative in researching answers and solving problems to accomplish multiple awards.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

- Locates and acquires new funding sources for tribal departments and programs through preparation of grants/proposals;
- Write proposals to obtain new grants, contracts, or other outside funding for new and existing tribal programs;
- Write proposals for existing programs to secure continuing funding from the same source and new funding sources;
- Develop and maintain a contract and grant database consisting of contract and grants, funding sources, reporting requirements, funding period, responsible program or department and other essential data;
- Perform all the duties as required by grantsmanship;
- This includes, but is not limited to, search, compiling and analyzing data;
- Research federal rules and regulations for proposal requirements and obtain application packages;
- Prepare status reports of all pending proposals for the Planning Director, including quarterly and annual reporting to various agencies for active grants; and,
- Other duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES:**

- Bachelors degree preferred

**OR**

- A minimum of five (5) years of documented grant writing experience;
- Knowledge of Federal Government and Tribal Government functions and structure;
- Knowledge of Public Law "93-368" for public and private sectors funding programs;
- Knowledge of effective grant and contract writing techniques, and powerful proposal development.
- Knowledge of technical writing techniques;
- Ability to clearly express thoughts in verbal and written communication;
- Ability to critique proposals, based upon program needs, experience, skill, funding source requirements to meet the work demands;
- Possesses a valid state driver's license and be eligible for tribe's insurance.
- Submit a pre-employment and random drug and alcohol screening.

**HOW TO APPLY:**

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department, please keep copies for your own reference.**

**PREFERENCE:**

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

**THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM**  
**Auxiliary aids and services available upon request to individuals with disabilities**