NEZ PERCE TRIBE
CLASS DESCRIPTION
2009

CLASS TITLE: GRANT WRITER
PROGRAM: Information Systems
DEPARTMENT: Executive Direction

FLSA STATUS: NON-EXEMPT
GRADE: 19

GENERAL DESCRIPTION OF CLASS

Write grants for the Information Systems Office for the development of extended services and new program development. Lead fundraiser to develop and properly obtain funds within the first twelve to twenty-four months.

ESSENTIAL TASKS

Ensure that all funder related reporting dates/requirements, renewal compliance is met. Conduct ongoing evaluation of the effectiveness of various fund development activities.

Proper and timely presentation through Internal Grants Process.

Ongoing investigation, research, and identification of new funding sources.

Develop and maintain grant development support materials: organizational descriptions, demographic information, and similar materials to assist program staff develop grant proposals.

Create and publish materials to be used in charitable solicitations and campaigns.

Submit grant or contract proposals to obtain new and maintain existing funds.

Establish appropriate tracking systems in order to adhere to all contractual reporting requirements.

Maintain, monitor, communicate, and coordinate administrative functions for awarded grant programs/projects.

Attends meetings, trainings, and tours as directed.

Other duties as assigned.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT: Requires copying, transcribing, entering, or posting data or information; may coordinate or determine time, place or sequence of operations or activities.

PEOPLE INVOLVEMENT: Requires following instructions and orders of supervisor; facilitation of multiple sectors/ organizations; presentations to public, professional and academic audiences; may lead others by determining work procedures and assigning duties.

INVOLVEMENT WITH THINGS: Requires leading, operating or repairing complex machinery or equipment that requires extended training and experience such as watercraft, light trucks, electronic telecommunications equipment, medical or scientific equipment, computers with software applications for word processing, scanners, copiers, printers, or power tools

GRANT WRITER

GENERAL REQUIREMENTS

REASONING REQUIREMENTS: Requires performing active brainstorming and out of the ordinary developments to creatively identify implementable solutions and development opportunities; semi-routine work with occasional problems; may perform supervisory work, involving both people and work related problems.

MATHEMATICAL REQUIREMENTS: Requires performing addition and subtraction, multiplication and division, and/or calculating ratios, rates and percents; may use basic algebra involving variables and formulas and/or basic geometry.

LANGUAGE REQUIREMENTS: Requires reading technologically specific text, interpretation of federal guidelines instructions, regulations, procedures, or work orders; writing complex narratives and completing routine job forms and incident reports, speaking routine sentences using proper grammar.

MENTAL REQUIREMENTS: Requires performing clerical, manual, and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure. .

PHYSICAL AND DEXTERITY REQUIREMENTS: Requires light to medium work that involves walking or standing part of the time, and involves exerting between 20 and 50 pounds of force on a regular and recurring basis.

ENVIRONMENTAL HAZARDS: The job risks exposure to bright/dim light.

SENSORY REQUIREMENTS: The job requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

JUDGMENTS AND DECISIONS: Requires being responsible to guide others requiring a few decisions, affecting the individual and a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine..

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION: Bachelors degree in related field, masters preferred. Must have applied knowledge of technology based infrastructure developments. Comprehensive knowledge of budget development, research, including knowledge of the comprehensive campaign process. Strong organizational skills. Excellent and proven written and oral communication skills.

SPECIAL CERTIFICATIONS AND LICENSES: Valid driver's license is required and the ability to be insured under the Tribe's Policy.

EXPERIENCE REQUIREMENTS: A minimum of five years of full time, progressively responsible grant writing/development work experience. Demonstrated experience working in a supervisory or contract management capacity with demonstrated proficiency in contract management, planning, and program management. Extensive experience working in and with non-profit agencies. Demonstrated familiarity or experience specifically with federal programs/contracts, and private foundation funding sources. Knowledge or direct experience with PL 93-638, PL 102-477, 25 CFR and other funding sources available to tribes. Demonstrated senior leadership with

strategic, policy and budget planning experience in complex organizations. Demonstrated ability to work as a self-starter and self-motivator, work independently and yet collaboratively with multiple individuals involved the development process.

DRUG AND ALCOHOL POLICY

The Nez Perce Tribe is a drug free workplace. The Nez Perce Tribe believes that a healthy and productive work forc3e, safe working conditions free from the effects of drugs and alcohol, and in maintaining the quality of products produced and services rendered by tribal employees. The abuse of drug and alcohol creates a variety of workplace problems including increased injuries on he job, increased absenteeism, increased financial burden on health and benefit programs, increased workplace theft, decreased employee morale, decreased productivity and a decline in the quality of products and services.

All employees are subject to random drug tests and to tests when the use of alcohol or drugs in the workplace is suspected. Some potential employees are also subject to pre-employment drug tests.

INDIAN PREFERENCE POLICY

Tribal Preference will apply.

CLASSIFICATION DESCRIPTION APPROVAL

DEPT. MANAGER W Thomas DATE 10-23-09

HUMAN RESOURCES [illegible] DATE 10-23-09

EXECUTIVE DIRECTOR W Thomas DATE 10-26-09