



Stockbridge-Munsee Community

Department of Human Resources
PO Box 70
Bowler, WI 54416

Telephone: (715)793-4375
FAX: (715)253-2432
Email: bev.miller@mohican-nsn.gov

POSITION DESCRIPTION

4th posting

POSITION: Grant Writer

LOCATION: S/M Community

SALARY: \$22.27 Exempt

POSTING DATE: 11-4-21

CLOSING DATE: 11-11-21

PAYGRADE: 6

Reports to: Contract & Grants Manager **Department:** Grant writer

Division: Finance

GENERAL RESPONSIBILITIES: The Grants Writer will research, prepare and submit proposals for the purposes of acquiring outside funds to assist tribal programs and services in the needs of the Mohican Nation. The Grants Writer will assist in a team approach to determine and identify the proper sources of funding that will enable the Mohican Nation to meet its goals and objectives.

DUTIES:

1. Participate in core planning meetings and other public forums to assist staff in gathering information to gauge public opinion for grant proposals.
2. Assist staff when they complete needs analyses to identify community needs and plan current and long term programs/projects.
3. Monitor non-tribal sources of funding opportunities including federal, state, local, private, and non-profit agencies.
4. Establish and cultivate productive relationships with potential funding sources.
5. Maintain a grant application process within the tribal program structure, revising as necessary for Tribal Council approval.
6. Maintain relevant, up-to-date community demographic data and advise departments in developing databases capable of tracking information specific to each program.
7. Create and maintain tracking system of all grant proposals in order to monitor successful awards or reasons for denial. Provide summary in monthly report.
8. Write new or first time grant proposals; with the assistance of staff obtain appropriate authorization, submit and track proposals.
9. In cooperation with Contracts and Grants Manager and the applicable project director, monitor and ensure compliance with applicable rules and regulations.
10. Provide technical assistance to program personnel in preparing on-going grant applications/proposals in the form of reviewing for completeness
11. Must maintain an acceptable departmental attendance record.
12. Must be reliable and prompt when reporting to work.
13. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
14. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
15. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:

1. A Bachelor's Degree in liberal arts, Communications, English, or closely related area is required.
2. Three years' experience in writing competitive grant proposals that were successfully awarded preferred. Must provide proof. Preferred diversified experience in multiple funding arenas. A writing test will be given at the time of the interview.
3. Above average proficiencies in written and oral communication skills are required. Applicants are encouraged to submit at least two examples of written work preferably grant proposal narratives.
4. Ability to plan, organize, and prioritize program objectives and responsibilities required.
5. Ability to work well under pressure and to meet strict guidelines and time frames required.



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6. Ability to work well with a variety of personnel, including all departmental representatives/assigned project directors, is required.
7. Must have an average level of expertise in operating computer software and advanced computer literacy skills including experience working with Adobe Acrobat, Microsoft Office applications (Excel, Word, Outlook and Teams), and internet browsers.
8. Must be knowledgeable of the Stockbridge-Munsee Community, or willingness to learn.
9. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
10. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
11. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
12. Must abide by departmental and organizational safety, testing, and uniform guidelines
13. Must be able to meet physical requirements of position.
14. Must be eligible for coverage under the employer's liability insurance.

SUBMIT APPLICATION TO:

Human Resource Department
P.O Box 70
N8705 Moh He Con Nuck Rd
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER.
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE.

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Employee Preference Policy Ordinance as permitted under federal law. Due to broad federal funding and the co-mingling of fiscal resources, all tribal government operations jobs are treated as federally-funded for the purposes of the Employee Preference Policy Ordinance unless specifically identified as not federally-funded.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

New Position:
Revised Position:
Revised Position: 7-12-12
Revised Position: 10-27-14

Tribal Council Approved:
Tribal Council Approved:6-25-02
Tribal Council Approved: 7-12-12
Ex. Director HR Approved:
Tribal Council Approved:10-5-21
HR Approved: 11-3-21



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