



# *Sokaogon Chippewa Community*

**3051 Sand Lake Road, Crandon, WI 54520**

**Phone: (715) 478-7500 \* Fax: (715) 478-5275**



**Position:** Grant Writer

**Salary:** Commensurate with Education and Experience

## **Job Summary:**

*This position is responsible for the development of social services and other tribal grant applications submitted to county, state, federal and private entities. The grant writer prepares proposals for approval and submittal to potential funding sources for ongoing or special organizational projects and programs.*

## **Duties/Responsibilities:**

- Develops federal, state, county, private and foundation contracts and grant applications to fund tribal programs and projects.
- Works cooperatively with all tribal departments and tribal planners to determine needs and to formulate plans including: goals and objectives, scope of work, feasibility and funding needs.
- Identifies and researches potential funding sources to address the needs of tribal programs.
- Reviews grantor "request for proposal notices", analyzes required information and develops grant applications.
- Recommends projects, develops work teams and shapes program ideas.
- Completes all projects in a timely manner with special attention given to grant deadlines.
- Maintains collegial contact with programs in related areas, performs analyses and cultivates collaborative relationships.
- Gathers and maintains files on programs and projects.
- Develops and prepares new or revised program and project budgets.
- Tracks the status of proposals and follows up with additional information when necessary.
- Assists in the development and collection of current statistics for the effective development of grant and contract applications.
- Writes and edits proposals and grant performance reports.
- Develops case statements and other materials in support of solicitation efforts.

## **Qualifications:**

- Bachelor's degree in English or Liberal Arts or related field.
- Additional training with a Grant Writing emphasis
- Four years experience with a proven track record of grant approvals.
- Exceptional verbal, written, computer skills – especially related to internet research.
- Exceptional mathematical skills – especially related to interpreting statistical data
- Knowledge of Native American culture, community and specific issues related to tribal areas.

**Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-ewe-meing-gun-a-sepii**



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- Ability to write for a specialized audience, specific foundations, government grantors and corporate donors.
- Knowledge of key funding sources.
- Knowledge of program development, budget and fiscal management principles and management and procedures.

**Native American Preference is granted in accordance with P.L. 93-638**

Submit completed applications/resumes to:

Sokaogon Chippewa Community

Donna Vodar, HR Director

3051 Sand Lake Road

Crandon WI 54520

715-478-7663

Posting Date: February 3, 2022

Closing Date: Open until filled

Email: [donna.vodar@scc-nsn.gov](mailto:donna.vodar@scc-nsn.gov)

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