

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2021-14**

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION:	Grant Writer
OPENING DATE:	February 17, 2021
CLOSING DATE:	Open Until Filled
DEPARTMENT:	Accounting
SALARY RANGE:	E-14; \$44,949 - \$67,413

Position Summary:

Under the general direction/supervision of the Pueblo Treasurer, the Grant Writer is responsible for the preparation of proposals and grant applications, conducting grant opportunity research, and identifying, developing and responding to public and private grant opportunities. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Understands mission and function of the Pueblo government and tribal programs to determine the types of funding to pursue.
- Collects and analyzes data on current projects and programs to determine goals and to define opportunities and/or need for additional funding.
- Performs prospect research on government and private sources to locate and evaluate available funding opportunities.
- Identifies funding opportunities and new program areas to match tribal priorities and objectives. Understands the purpose for submitting grant proposals.
- Serves as liaison with program staff in the development of grant proposals.
- Interprets and analyzes individual solicitations for specific requirements and the Pueblo's ability to meet requirements.
- Communicates with programs staff regarding specific requirements of solicitations.
- Conducts the full range of activities required to prepare and submit grant proposals; collects, analyzes, and interprets data and other information required by solicitations.
- Develops individual grant proposals in accordance with grant-making organization's preferences, guidelines, and requirements.
- Maintains contact with grant-making organization during review of submitted grant application; supplies any additional supportive material.
- Assists in the timely preparation and submission of reports required by funding agencies.
- Maintains and implements funding calendar activities, including cultivation activities.
- Develops and maintains a comprehensive recordkeeping system specific to grant proposals.
- Develops and maintains network of funding sources, continually seeks information on additional and new resources.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

Bachelor's degree in Business Administration, Journalism, Communications, or another directly related discipline and five years of direct experience as a Grant Writer or Contract Administrator required; or equivalent combination of education and experience. Must have a valid Driver's License and be insurable under the Pueblo's insurance carrier. Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Knowledge, Abilities, Skills, and Certifications:

- Acquire and maintain knowledge and understanding of the Pueblo's organization, mission, objectives, and current programs.
- Knowledge of basic fundraising techniques and strategies.
- Knowledge of research techniques specific to grant proposals.

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- Ability to read and interpret language specific to solicitations for proposals.
- Ability to demonstrate strong written communication and editing skills.
- Ability to write clear, structured, articulate and persuasive proposals.
- Ability to calculate and figure amounts such as discounts, interest, and percentages.
- Ability to prioritize and plan work activities, set goals and objectives, organize/schedule deadlines, and develop realistic action plans.
- Ability to adapt to changes and manage competing demands, delays or unexpected events.
- Ability to maintain good working relationships with individuals of varying social and cultural backgrounds; to maintain professional relationships with co-workers.
- Ability to develop and maintain positive working relationships with personnel of grant-making organizations.
- Ability to work independently and meet strict time lines.
- Skill in creative and innovative thinking; meet challenges with resourcefulness; develop new approaches and ideas and present to others in a tactful and respectful manner.
- Demonstrate accuracy and thoroughness; monitor own work to ensure quality.
- Skill in computer use, including Word, Excel, Access, and PowerPoint programs.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES