

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2023-104**

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION:	Grant Writer
OPENING DATE:	February 29, 2024
CLOSING DATE:	Open until filled
DEPARTMENT:	Chief of Operations
SALARY RANGE:	E14; \$44,944 - \$67,416

Position Summary:

Under the general direction of the DCOO, the Grant Writer develops proposals and grant applications, conducts grant opportunity research, and identifies, develops, and responds to public and private grant opportunities. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. 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:

- Determines the types of funding to pursue based on mission and function of the Pueblo government and tribal programs.
- Collects and analyzes data on current POL projects and programs to determine goals and to define opportunities and/or need for additional funding.
- Research prospective government and private sources to locate and evaluate available funding opportunities.
- Identifies funding opportunities and new program areas to match tribal priorities and objectives.
- Interprets and analyzes individual solicitations for specific requirements and to determine Pueblo's ability to meet requirements.
- Consults with program staff regarding specific requirements of solicitations.
- Develops comprehensive 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; provides requested additional supportive material/information.
- Serves as liaison with program staff during the development of grant proposals.
- 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.
- Assists, as directed, the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Obtains required certifications within specified time limits; enhances/maintains professional and technical knowledge by attending relevant training and establishing network with like programs.
- 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, required. Five (5) years of direct work experience as a Grant Writer or Grant Contract Administrator required. FEMA/ICS 100 and 200 Certifications preferred; must obtain within six (6) months of hire. A combination of relevant education and directly related work experience may be considered.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Grant Writer is designated as a High-Risk Public Trust (HRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of the Pueblo’s organization, mission, objectives, and current programs.
- Knowledge of basic fundraising techniques and strategies.
- Knowledge of research techniques and methodologies specific to grant proposals.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to interpret language specific to solicitations for proposals and skill to apply to tribal programs operation.
- Ability to demonstrate strong written communication and editing skills.
- Ability to write clear, structured, 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 timelines.
- Skill in creative and innovative thinking; in meeting challenges with resourcefulness.
- Skill in development of new approaches and ideas.
- Skill and ability to be persuasive and tactful in presentation of action plans and proposals.
- Skill and ability in attention to detail; to recognize inconsistencies or missing information in documents and files.
- Skill and ability to communicate effectively, both verbally and in writing; to present clear and concise instruction or direction.
- Skill in computer use, including Word, Excel, Access, PowerPoint, and software unique to program.

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, 23 Rio San Jose Rd; Laguna, NM 87026
 4. Fax to (505) 552-9675
- For more information, contact Whitney Roughsurface, at (505) 552-5784 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES