

Santee Sioux Nation

TRIBAL ADMINISTRATION / OFFICE OF HUMAN RESOURCES
SIDNEY A. TUTTLE, SR. HRD

Chairman: Alonzo Denney
Vice-Chairman: Kameron Runnels
Treasurer: David Henry
Secretary: Andrea McBride
Hobu Creek Dist. Rep.: Byron Tuttle
Howe Creek Dist. Rep.: Carrie Rouillard



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VACANCY ANNOUNCEMENT

Position: Tribal Grant Writer/Development/Planner
Department: SSN Tribal Economic Development
Supervisor: SSN Tribal Economic Development Director
Classification: NON-EXEMPT
Status: FTE 40 HOURS PER WEEK, PERMANENT
Supervisory: No
Salary: \$39,520.00-\$60,320.00 (DOQ)
Posted: 10/29/2025-11/12/2025

GENERAL OVERVIEW:

Job Summary: The Grant Writer position works under the direct supervision of the Tribal Economic Development Director, supports the preparation, writing, and organization of grant applications, ensuring that all materials are in order and meet the guidelines of grants that may be applying for. This role is responsible for gathering necessary documentation, conducting research, and performing data entry tasks, such as uploading documents and populating submission platforms. The Grant Writer collaborates with internal staff within the Santee Sioux Nation and external partners to ensure the accurate and timely completion of grant-related materials. In addition to grant writing tasks, the Grant Writer assists with fund development activities as directed, including research, file organization, and preparing related documentation. The position is located directly within tribal administration on the Santee Sioux Nation and not eligible for remote working status. This position must have excellent experience and skills necessary to fulfill the priorities, goals and objectives of the Santee Sioux Nation. A potential candidate must prepare proposals, grant applications, research, identify, develop, respond and be able to close opportunities and actively provide the same services to members of the Santee Sioux Nation in their individual needs and endeavors.

DUTIES AND RESPONSIBILITIES:

Grant Applications and Setup

- Assist with the preparation, writing, and organization of grant application materials, ensuring all required documents are gathered and comply with funder guidelines.
- Input grant details into application platforms, ensuring accuracy and adherence to each funder's requirements.
- Coordinate with Tribal partners staff to ensure all required materials are ready for final submission.

- Support grant setup activities, including start-up meetings, MOA drafting, and assisting with risk assessments in compliance with federal regulations.
- Assist with activities that support compliance with several different agents and regulations, and other relevant regulations for pass-through entities, as applicable.

Post-Award Management

- Assist in gathering information and reports from both internal staff and external partners, such as Tribal representatives, to support compliance with grant requirements.
- Help maintain records and track amendments or changes to grants, supporting efforts in ensuring they align with both internal policies and funder guidelines.
- Assist with the preparation and submission of required post-award documentation, ensuring accuracy and alignment with established compliance standards.
- Support efforts to submit requests for extensions or modifications to grant agreements, including carry-over requests, and ensure the updated process follows the post-award set-up.
- Support grant close-out efforts.

Other Responsibilities

- Assist with fund development tasks, including research, filing, and providing administrative support for fundraising initiatives as directed by the Planning/Development Director or as requested by Tribal administration and Tribal Government.
- Maintain organized records of all grant and fund-related activities and assist with compliance audits as necessary. The Grant writer, as an employee of the Santee Sioux Nation, is expected to collaborate and engage in a culturally humble way with all programs to fully support the Nation's Vision, Mission, and Core Values in accordance with all Tribal directives.

EDUCATION and/or EXPERIENCE:

- A bachelor's degree in communications, business administration, nonprofit management, or a related field, with at least five (5) years of experience in grant writing, proposal development, or a related field
- An associate's degree in a relevant field with eight (8) years of experience in grant writing, proposal development, or a related field.
- Experience working in nonprofit or tribal organizations.

LANGUAGE SKILLS:

- Strong written and verbal communication skills, with the ability to gather and organize information for grant proposals.
- Comfort working with tools to assist in research, writing, and organization of grant materials.
- Basic knowledge of Microsoft Office Suite (Word, Excel) and the ability to learn grant submission software.
- Strong organizational skills and the ability to meet deadlines.
- Willingness to work collaboratively with internal teams, Tribal partners, and external stakeholders.

Key Skills & Attributes

- Demonstrated ability to successfully prepare, submit and receive complex and competitive grants, contract and foundation awards.

- Demonstrated ability to prepare written documents that present technical information in usable language for Santee Sioux Nation departments, programs, leadership and tribal membership.
- Demonstrated ability to review, prepare and modify budgets, ability to work independently and as a team player.
- Ability to work on multiple tasks simultaneously and meet established deadlines. Knowledge of Indian Country.
- Excellent computer skills, (Microsoft Office Word, Access, PowerPoint, Excel and others) and database management skills.
- Ability to understand the needs of both the Santee Sioux Nation and organization that is offering grants.

Standard of Performance:

- Attend mandated training and obtain required certifications
 - Perform high quality work
 - Show initiative and dependability on the job
 - Maintain client confidentiality
1. Adhere to the Drug and Alcohol policies of the Santee Sioux Nation, Complete an Initial Drug Test
 2. Have a Valid Driver License

Basic SSN Qualifications:

- Dedication to the goals of the Santee Sioux Nation
- Minimum four-year college degree or professional and community experience; and one year of professional work experience strongly “preferred”, but “not required.”
- Experience working with American Indians and/or Alaska Natives.
- Demonstrated knowledge and experience in using technology/social networking as a positive community outreach and awareness tool.
- Demonstrated leadership experience, including program development and management.
- Exceptional verbal and written skills.
- Ability to work effectively both independently and as part of a team.
- Competency in Microsoft Word, Excel and PowerPoint.
- Knowledge in digital file management such as Google Drive, Dropbox, etc.
- Must be self-motivated and show initiative in working without close direct supervision.
- Subject to Motor Vehicle and Criminal Background checks.

SSN Benefit Package:

- **Weekly PTO Accrual, “beginning” at 4 hours per week**
- **401(k) Opportunity, 3% Match**
- **Health Insurance - FEHB, Health Care Benefit Option**
- **Educational Leave Program for the Nebraska Indian Community College**
- **Paid Holidays, including Tribal observances**
- **Qualifying Retention Bonus’s**
- **Qualifying Bereavement Leave**
- **Professional Development Opportunities**
- **In-house Savings plan (financial support)**

EQUAL OPPORTUNITY EMPLOYER & INDIAN PREFERENCE

EMPLOYMENT CONDITIONS: The Personnel Policies and Procedures of the Santee Sioux Nation apply to all employees. The position is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening and a successful evaluation. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

INDIAN PREFERENCE ACT: Preference in hiring given to qualified Native Americans in accordance with the Indian Preference Act. Applicants claiming, “Indian Preference” Must submit, along with their application, verification of enrollment of their spouse in Federally Recognized Tribe Indian.

VETERAN’S PREFERENCE: Preference in hiring is giving to qualified Veterans who have served in our Armed Forces and have been honorably discharged. Applicants claiming, “Veteran’s Preference” Must submit, along with their application, a copy of their DD214. Active National Guard members must submit a copy of their Military Identification.

Special Employment Conditions:

1. Satisfactory results of extensive background checks- personnel are required to submit to initial and yearly background checks throughout their employment. This includes checks with the State registers (Child and Adults Abuse) and criminal history check with the State patrol, and Federal Bureau of Investigations.
2. Retain a valid driver’s license and satisfactory driving record- personnel are at times required to use their personal or government vehicle. Current copies of a driver’s license and personal vehicle insurance must be maintained on file with the manager & Office of Human Resources.
3. Satisfactory results of initial and random drug testing- personnel are required to submit to initial drug testing within one week of their hire dates and are subject to the Santee Sioux Nation Drug-Free Workplace Policy Act and random drug testing throughout their employment.

DISCLAIMER: THE INFORMATION ON THIS JOB DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMANCE BY EMPLOYEES IN THIS POSITION. IT IS NOT DESIGNED TO CONTAIN, OR BE INTERPRETED AS, A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS REQUIRED OF EMPLOYEES HIRED FOR THIS POSITION. EMPLOYEES MAY BE ASKED TO PERFORM OTHER DUTIES AS NEEDED.

APPLICATION INSTRUCTIONS:

****YOU MAY PICK UP AN APPLICATION AT ANY TRIBAL PROGRAM OR AT THE TRIBAL ADMINISTRATION BUILDING, DAVID FRAZIER BUILDING.**

****ONLINE: YOU CAN GO TO WWW.SANTEESIOUXNATION.COM AND DOWNLOAD AN APPLICATION.**

APPLICATION PROCEDURES:

***3 forms of identification (State ID, Tribal ID and Social Security Card)**

***Current working contact number**

***MAILING ADDRESS**

***Completed application (partially completed not accepted)**

***Release of Information form completed**

***Full Resume**

***Letter of Intent**

***Reference letters, 3 professional and 2 personal references**

***Tribal enrollment verification (*if claiming Indian Preference)**

Submit applications and resumes to the following address:

Santee Sioux Nation, Office of Human Resources

Attention: Sidney A. Tuttle, Sr., HRD

425 Frazier Ave. N. Suite 2

Niobrara, NE 68760-7219



10/29/2025

APPROVED

DATE