

REQUEST FOR QUALIFICATIONS FOR A FEDERAL GRANT WRITER AND CONSTRUCTION PROJECT MANAGER FOR GRANT COMPLIANCE ON VARIOUS GRANT PROJECTS

Full Job Description

The **Pawnee Nation Housing Authority** is seeking a competitive federal grant writer to be part of a planning team to write for future federal funding opportunities, implement the award, and manage through construction completion. New projects will be negotiated as task orders. Consultant will assist in all steps necessary to release grant funds, report on progress, and adhere to the approved project timeline and budget.

This consultant is selected primarily on experience/qualifications of grant award success/federal grant management and close-out. The person will have five years of success and experience and tribal references. The consultant must be familiar with Grants.gov, registered on SAM.gov, and able to write for and manage multiple projects at once.

Salary

The grant writing fee will be commensurate with grant opportunity ceiling. Project Management is set on a fixed monthly fee payable with grant awards.

Job Type

This is on an as needed basis as grant opportunities arise. This will be a multi-year contract.

Benefits: N/A. This is an independent contractor position.

RFQ Response: Please include a cover letter, resume, and list of recent successful major grant proposals which you have served as the lead writer and project manager and types of construction grants you have successfully closed out.

Qualifications

- Bachelor's (Required); Master's (Preferred)
- American Indian (Preferred)
- Proposal Writing: 5 years (Preferred)
- Grant Management of a Construction Project: 5 years (Preferred)
- Experience with Design Build projects and federal construction procurement

Schedule: Per project

Work Location: Fully Remote

Knowledge and Skills:

- Excellent written and verbal communication skills
- Ability to thoroughly understand various topics and effectively communicate them

- Comfortable handling several requests at once while prioritizing and meeting all deadlines
- Works well under pressure and able to effectively communicate to all those involved with a request
- Detail oriented, highly organized, and able to prioritize effectively
- Proficient with Adobe Acrobat Pro and Microsoft Office, mainly Word, Excel, and PowerPoint
- Available to tribal/project leadership on call while writing proposals and managing construction

Please submit the Request for Qualifications to the following email address: pawneenationha@sbcglobla.net no later than 5:00 p.m. CST on Friday, December 30, 2022