KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe Covid-19 Response Program in Anadarko, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available online at: kiowatribe.org/job-opportunities

Job Opportunity#: ARP-22-09  
Position Title: Grant Writers (4)  
Salary Rate: $55,000 salaried  
Duty: Regular Full-time  
Opens: 10/01/2021  
Closes: Open Until Filled  
Location: Anadarko, OK  
Position Category: (4) Positions Not-to-Exceed 3 Years

JOB SUMMARY:

Incumbent researches, identifies, presents, and maintains sources of grant opportunities from government and non-government agencies that align with prioritized target areas. Develops proposals, writes grants, gathers supporting documentation, and submits them to granting agency in a timely manner, meeting all agency guidelines/requirements, and complying with all applicable laws, regulations, policies, and procedures.

Goal: Seeks and secures grant funding that supports the delivery, purpose and priorities of the Kiowa Tribe.

Reports To: Chief Administrator for the Covid-19 Response Program

HOW TO QUALIFY FOR THE JOB:

Education: Bachelor’s degree required with a writing-intensive major such as English, Journalism, Communications or Marketing and at least 2 years of progressive grant writing experience

Experience:
- Demonstrated experience in identifying, applying for, and receiving grants from public and private sources
- Detail-oriented, data-driven, possess good communication and computer research skills, and have experience with productivity software
- Excellent written communication skills

EMPLOYEE BENEFITS AVAILABLE:

- Leave benefits, (13) paid holidays
- Medical, dental, and vision care benefits
- $25,000 Basic Life and $25,000 Basic AD&D insurance coverage at no cost to employees
- 401k with 3% employer contribution into the Employee Savings Trust Plan, when you enroll

WHAT ARE THE JOB REQUIREMENTS?

- Ability to meet deadlines
- Must possess a valid Oklahoma state driver’s license and be insurable under the Kiowa Tribe’s Driving Policy
- Must submit to and pass a pre-employment background check and pre-employment drug test
- Positions are subject to random drug testing according to the Tribe’s Drug-Free Workplace Policy

HOW TO APPLY: Submit a Kiowa Tribe Application + Copy of valid Oklahoma state driver’s license  
Copy of Indian Preference form 5-4432 OR valid federally-recognized Tribal I.D.  
College Transcripts OR Certificates of Completion (if required to qualify)

Submit To E-mail: rramnarine@kiowatribe.org  
Phone: 580-919-8421

OR drop off at: Covid-19 Response Program Office, 802 West Hardees, Anadarko, OK

Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.