

FORT BELKNAP INDIAN COMMUNITY

**Fort Belknap Agency
656 Agency Main Street
Harlem, MT 59526**

Title: GRANT WRITER IV

DEPARTMENT: PLANNING

Status: Permanent/Full-Time

Salary: DOE

EDUCATION: Incumbent must have a minimum of five years' experience in successful grant writing, grant management and fiscal management and a minimum of six years' experience in planning and development of grant applications.

SUPERVISION RECEIVED: Incumbent works under the general supervision of the Planning Director.

SUPERVISION EXERCISED: Occasional

GENERAL DESCRIPTION OF DUTIES: Incumbent serves as the Grant Writer, research and development resource for the Fort Belknap Community Council in its pursuit of funding opportunities.

1. Through own initiative and by referral, incumbent identifies and researches funding sources for established and non-established Tribal Services.
2. Coordinates the development of proposals through the use of existing Tribal resources.
3. Assists, as Planning Department's Team effort, in the collection of data relating to local manpower, social, economic and environmental factors, resulting from preparation of grant applications.
4. Serves as a member of the Planning Department's negotiating team, as appropriate, in the presentation of specific proposals, activities and projects.
5. Reviews public and private sector publications, such as the Federal Register, Grants.Gov and other Internet access for potential funding to meet the needs identified in the Strategic Plan.
6. Serves as a liaison for the Fort Belknap Community Council in maintaining a working relationship with other entities in both the private and public sector.
7. Performs related work as requested within the scope of the department.
8. Reports bi-weekly, to supervisor, the status of each assigned project.
9. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: Incumbent must possess a thorough knowledge of the theories, principles, practices and techniques of grant writing. Knowledge of, skill and ability to conduct research, analyze market studies and economic trends. Must possess a working knowledge of the Fort Belknap Indian Community's relationship to other governments and entities in both the public and private sectors. Must have considerable knowledge of all rules,

regulations and guidelines of specific Federal, State and private agencies and budgets. Must possess the skill and ability to work under stressful situations. Must possess considerable skill in preparing written technical documents. Must possess the ability to communicate orally and/or in writing, through proper use of the English language.

SPECIAL CONDITIONS:

1. Incumbent must be willing to work other than normal business hours.
2. Incumbent must possess considerable knowledge, skill and ability to work with various computer software and technology, for use in grant applications and electronic submissions.
3. Incumbent must be willing to travel, occasionally, for training.
4. Incumbents must possess a valid State of Montana Driver's License and be eligible for inclusion with the tribally contracted Master Insurance Policy.
5. Incumbent must comply with the Fort Belknap Community Council's Substance Abuse Prevention, Drug/Alcohol and Alcohol Testing Policy, prior to and during employment.
6. Incumbent will be subject to a background investigation to include work history and criminal history.
7. Incumbent must never been convicted of a felony offense.
8. Incumbent shall provide a list of all grant applications authored, in past five years (both successful and unsuccessful), funding sources and year of applications.

IMMIGRATION REFORM AND CONTROL ACT: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be required to produce documentation.